



WE ARE SEEKING A PAYROLL MANAGER

Surrey Hills Accountancy is a fast-growing accountancy firm based in Chilworth, Surrey, offering comprehensive accounting and tax services to SMEs. We are a close-knit team of professionals who value teamwork, quality service and a healthy work-life balance.

We are seeking an experienced, detail-oriented **Payroll Manager** to join our team on a full-time basis. This is a key role within the business, responsible for managing payroll operations for one of our main clients, as well as supporting payroll services for other Surrey Hills Accountancy clients. The successful candidate will take ownership of the payroll function, ensuring accuracy, compliance and an exceptional service experience for both clients and employees.

Job Description

We are seeking a meticulous and highly organised individual to lead and manage payroll operations across our client portfolio. The ideal candidate will have extensive payroll experience, strong technical knowledge of UK payroll legislation, excellent communication skills and the ability to handle sensitive information with discretion and professionalism.

Key Responsibilities

Payroll Management

- Manage and process payroll for our main client, ensuring accuracy, efficiency and compliance with all relevant legislation.
- Process payroll for additional Surrey Hills Accountancy clients as required.
- Calculate wages, overtime, bonuses, deductions, benefits and other payroll adjustments accurately.
- Confidently manage both salaried and time-sheet payrolls.
- Process statutory payments including SSP, SMP, SPP, SAP and other statutory entitlements.
- Complete HMRC payroll submissions accurately and within required deadlines, including RTI filings.
- Ensure compliance with PAYE, National Insurance, pension auto-enrolment and other payroll-related obligations.
- Generate and distribute payroll documentation including payslips, P45s, P60s and other year-end documentation.
- Prepare and submit annual P11D reporting where required.
- Manage payroll year-end procedures and ensure smooth transition into new tax years.

Employee Benefits & Pension Administration

- Manage workplace pension schemes, including monthly pension submissions and reconciliation.
- Administer employee benefits including health cash plans and salary sacrifice arrangements.
- Ensure deductions and employer contributions are accurately processed.



Employee Records & HR Payroll Administration

- Maintain accurate and up-to-date payroll records for new starters, leavers, salary changes and contractual amendments.
- Manage employee holiday, absence and statutory leave records through the company HR software.
- Ensure employee data is maintained in accordance with GDPR and internal data security policies.

Employee & Client Support

- Act as the primary point of contact for payroll-related queries from employees and client contacts.
- Resolve payroll discrepancies, queries and complex payroll matters promptly and professionally.
- Provide guidance to clients on payroll compliance, statutory obligations and payroll best practice.

Compliance & Continuous Improvement

- Keep up to date with changes in payroll legislation, tax regulations and employment law.
- Ensure all payroll processes remain compliant with HMRC requirements and company policies.
- Identify opportunities to improve payroll processes, systems and reporting efficiencies.

Qualifications & Experience

- Proven experience in a senior payroll position, ideally as a Payroll Manager or Senior Payroll Administrator.
- Strong technical knowledge of UK payroll legislation, PAYE, NI, pensions and statutory payments.
- Experience managing multiple payrolls and varying pay frequencies.
- Confident using payroll software and HR management systems.
- Excellent attention to detail and accuracy.
- Strong organisational and time-management skills.
- Ability to work independently, prioritise workloads and meet strict deadlines.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and professionalism at all times.

What We Offer

- Competitive salary based on experience.
- Hybrid working options, ideally three days in office and two days from home.
- Opportunities for professional development and training.
- A fun and friendly team environment in a beautiful office location.
- Salary sacrifice pension scheme with 4% employer contribution.
- Private medical insurance, life assurance and health cash plan.
- 25 days holiday, plus three additional days at Christmas at directors' discretion.