



HENTONS
CHARTERED ACCOUNTANTS

Payroll Senior
Candidate Brief



About Hentons

At Hentons we have over 40 years of experience and pride ourselves on understanding our clients, their businesses, and the issues they face no matter how big or small.

We are a multi award winning, top 100 National Chartered Accountancy, Tax Specialist and Advisory firm with national expertise, but our local knowledge means we can offer you a bespoke, personalised service tailored to our clients needs.

Our national presence is underpinned by our strong Yorkshire roots. We have five offices in Leeds, Sheffield, York, London & Thirsk.

Our Mission

Our Mission at Hentons is to provide exceptional client service with a focus on delivering innovative and value adding solutions. We are passionate about supporting our clients' ambitions. We want our clients to receive the right support in the right form and from the right people. We strive to exceed expectations and are passionate about the success of our clients and the professionalism of our staff.

Our Vision

Our Vision is to be a Top 75 National Accountancy practice within the next 5 years with a full service offering across all our sites.

Wherever possible we will aim to streamline processes through the use of IT and the centralisation of administrative and standardised processes. We will also embrace digital accountancy technology to deliver cost savings and enhanced MI to our clients.

We will continue to develop and expand existing specialisms in sectors such as Manufacturing, Digital and Tech companies, Food Production and Farming, Healthcare Professionals and Organisations and the Construction Industry.

We recognise that our staff are our most valuable assets, and we will develop our culture of pride and passion enabling us to attract and retain the highest calibre staff available and we will reward, recognise and respect them for their contributions to the firm.

Job Description

Role Profile

Job Title: Payroll Senior
Department: Payroll
Location: Leeds
Reports to: Payroll Director
Term: Maternity Cover with potential for Permanent Position
Salary: Competitive

Duties and Responsibilities

- Manage a portfolio of Personal and Partnership Tax Returns.
- Manage internal and external relationships to ensure a high standard of Compliance by the firm for the client
- Manage the process of onboarding new clients and assisting them in adapting to having new personal tax advisers
- Proactively interacting with the client to gather information, resolve tax-related problems, and make recommendations for process improvement
- Supervise, train, and mentor junior staff, where required
- Assist Partners on proposals and business development, if appropriate.

- Dealing with employee enquiries
- Liaising with clients directly via email and telephone



General Administrative Duties

- Maintaining files, records and department database
- Dealing with any ad hoc queries
- Tasks on spreadsheets/word documents to complete for analysis tasks helping towards team development
- Organisational tasks to assist the manager and team members
- Providing recommendations to the Manager in relation to client methods & procedures on payrolls



Skills & Personal Qualities

Desired skills

- Ability to work independently and under pressure
- Can prioritise workload effectively
- Ability to communicate with a wide range of people such as team members, clients and occasionally employees on the payrolls
- Clear and concise – written and verbal communication
- Literate and numerate
- CIPP qualifications (not mandatory but desirable)

Personal qualities

- Good attention to detail
- Ability to work on their own and as part of a team providing a positive input to others
- Maintain a professional and helpful manner
- Willingness to learn and apply new skills
- Good communication skills

Required

- Maths and English GCSE A-C or equivalent
- Has experience using Sage 50 payroll

What to Expect Working at Hentons

Our Culture

Teamwork

We treat everyone with respect, equality and courtesy

Professionalism

We are honest, straightforward and professional

Excellence

We take pride in our work and have meticulous attention to detail

Accountability

We take ownership and responsibility for everything we do

Our Values

Client Focus

We care for clients' interests as if they were our own and build meaningful long-term relationships

Reliable

We keep our promises and deliver exceptional quality work that exceeds expectations

Innovative

We continuously review & improve our practices to create efficiencies & improve service

Entrepreneurial

We strive to be ambitious and courageous in order to create sustainable, successful and profitable businesses.



What to Expect Working at Hentons

Benefits

Medicash Plan

We have teamed up with Medicash to provide a range of cash back towards everyday healthcare bills and a wide range of other wellbeing benefits

Subsidised Gym Membership

Following the successful roll out of our Flexible Working Policy, we have continued our approach in promoting a healthy work life balance and therefore offer subsidised gym membership

Death in Service (4x Salary)

In order to protect our staff should the worst ever happen we provide a death in service scheme. This scheme will pay out a lump sum to a nominated dependant.

Buy and Sell Holidays

Whether staff would like additional annual leave for a special occasion or would prefer to use less of their entitlement, we now offer a buy and sell holiday scheme.

Social Club

Each Hentons Office has its own Social Committee which organises funded/subsidised social events throughout the year both locally and nationally.

Cycle to Work Scheme

Hentons is part of the 'CycleScheme', offering money towards bicycles at over 2000 retailers.

Season Ticket Loan

Our offices are all near to public transport and we encourage staff to consider using a train or bus to get to work. Staff can apply for an interest-free loan to buy a season ticket on public transport, which is paid back out of monthly salaries.





How to Apply

Candidates

To arrange an informal conversation about the role and Hentons or for further information, please contact Jessica Haunch, Payroll Director:

Jessica@hentons.com

To apply, please send a copy of your CV and a Covering Letter to:

careers@hentons.com

Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

careers@hentons.com

Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the Careers section of our website:

<https://www.hentons.com/about/careers>



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Speak to us: **0113 234 0000**

E-mail us: **info@hentons.com**

Visit our website: **www.hentons.com**
