

ACCOUNTS TECHNICIAN (SIPP PAYROLL)

NOVEMBER 2023



Job title:	Accounts Technician (SIPP Payroll)	Closing date:	24 November 2023
Business area:	Finance	Contract:	Permanent
Reporting to:	SIPP Payroll & HMRC Reporting Manager	Location:	Ipswich

Purpose

- The role has responsibility within the Curtis Banks group of companies for the accurate completion of a range of day to day payroll routines, ensuring these are completed daily in order to service other internal and external customers.

Responsibilities :

- Be responsible for the running of the pre-payroll reports, completing any actions required and resolving any queries with SIPP Operations prior to starting payroll.
- Be responsible for keeping the record of the P45 details received up to date.
- Be responsible for the accurate and timely running of the SIPP Daily Payroll process to adhere to the SLAs, and following all up to date procedures and processes.
- Be responsible for reviewing payroll prior to passing to the Senior Accounts Technician for sign off prior to passing to the authorised signatory to authorise.
- Be responsible for maintaining data to be collated for the monthly KPIs
- Be responsible for the daily reconciliation of Payroll Bank accounts in SIPP's NAVBC to Earnie PAYE Reports; any differences to be identified and resolved.
- Be responsible for the resolution of payroll queries from SIPP Operations covering requests to issue copy payslips, copy P60s, P45s and answering other routine payroll questions
- Be aware of HMRC legislation and work with Senior Accounts Technician (SIPP Payroll) to assist in keeping our processes up to date. Where required, update relevant procedures and identify any necessary training needs.
- Be responsible for maintaining payroll systems ensuring accurate data held for active clients only.
- Continually review processes, procedures and system practices to ensure industry best practice is always followed.
- Monitor payroll processes to ensure GDPR legislation is adhered to.

Qualifications

- Professional Qualification (AAT) - Desirable
- 5 GCSE's (or equivalent at grades A-C (or equivalent)) to include English and Maths (Essential)

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- Certificate in Financial Planning level 1 (or equivalent) (mandatory - to be achieved within 18 months of appointment)

Knowledge

- Basic knowledge and understanding of industry and regulatory requirements. (Desirable)
- Strong knowledge of Microsoft Dynamics NAV preferable.
- Previous payroll, ideally pension related, experience preferable, but not essential.
- HMRC PAYE knowledge preferable, but not essential.
- GDPR understanding preferable, but not essential.

Skills and Experience

- Able to communicate effectively both verbally and in writing. (Essential)
- Good people and interpersonal skills to build up effective relationships at all levels internally and externally. (Essential)
- Ability to organise and prioritise workload to meet business requirements and service level agreements. (Desirable)
- Ability to work well and keep calm under pressure. (Essential)
- Ability to understand the needs of our customers and be focused around customer outcomes. (Essential)
- Relevant work experience. (Desirable)

Consumer Duty

The FCA requires that “a firm must act to deliver good outcomes for retail customers”. At Curtis Banks we act in good faith and avoid foreseeable harm toward our retail customers. We enable and support our customers to pursue their financial objectives.

We ensure our products and services are fit for purpose. We ensure the price & value is fair. We equip our customers to make effective decisions through our clear communications. We provide a helpful customer service that is responsive and accessible.

You play an important part in helping us deliver good outcomes to our customers by:

- Ensuring that you fully understand what Consumer Duty is and how it applies to your role at Curtis Banks
- Complying with Consumer Duty in all circumstances
- Always acting to deliver good outcomes for all of our customers
- Always doing your utmost to avoid foreseeable harm and safeguard vulnerable customers
- Demonstrating how you meet good customer outcomes

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, fantastic holiday benefits and the opportunity to take advantage of our flexible benefits platform.
- Generous Pension contributions from the business
- Benefits scheme that includes discounts from shops, gyms and many more...