



# **Payroll Implementation Executive / Admin Support Associate**

**(Hybrid role)**

**Role Brochure**



**my finance function**



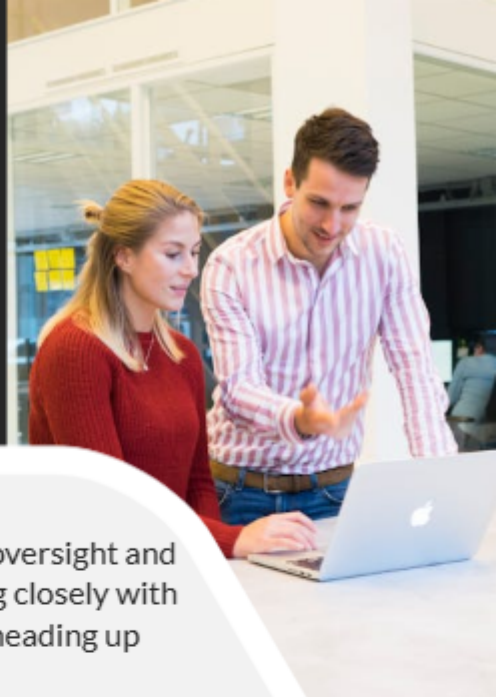
# Welcome to My Finance Function

Our purpose at My Finance Function is simple: to provide a full finance function to owner-managed businesses to create a cost saving compared with hiring an in-house finance team.

We are blazing a trail in the accountancy industry in the way that we operate, and our primary focus is being a genuinely vital part of our clients' businesses by operating as an extension of their internal team, and working closely with them to provide the absolute best advice.

We don't operate as a traditional accountancy firm, but our foundations are built upon all of the same qualities.

# Day-to-day walkthrough of the role



As a Payroll Implementation Executive, you will have oversight and responsibility for a portfolio of payroll clients, working closely with their own HR and management teams, as if you were heading up their internal payroll team.

You will assist with general payroll bureau tasks such as maintaining client records, responding to queries, and supporting the delivery of accurate and timely payrolls across your portfolio. Collaboration with clients' internal teams will help ensure smooth and efficient workflows.

You'll regularly liaise directly with clients to understand their payroll requirements and provide guidance on all payroll matters, and will build positive working relationships with them to reinforce the image and reputation of MFF as a reliable and valued advisor.

The Admin Support Associate aspect of the role will include administrative tasks such as careful and considered inbox management for the "accounts@" email inboxes for various clients, and the timely raising and sending of sales invoices across a number of clients.

This role will provide critical support by managing other administrative tasks to support the delivery of the operational finance team where required.

**Attention to  
detail**

**Confident and  
personable**

**Commercial  
thinking**

## Candidate profile

The ideal candidate will have a genuine interest in improving the payroll function and payroll workflows for businesses, and have the drive to want to deliver the best possible service and advice for our clients to help them grow.

A concrete understanding of basic payroll processes and a solid understanding of statutory payroll requirements are the technical skills which will be necessary to enable you to play a role in the preparation of payroll for each client.

The ideal candidate will also have an appreciation for the fact that best-in-class service delivery is our primary focus, and that the service MFF delivers to its clients should be outstanding in all areas, particularly in terms of responsiveness and communicability.



## Essential skills & knowledge

- Conscientious and organised, must be able to prioritise and organise workload to work to tight deadlines
- Confident and personable
- Hard-working, trustworthy and diligent, must have good attention to detail and take pride in presenting accurate work
- Must have an understanding of end-to-end payroll processes including calculations, statutory deductions, and auto-enrolment pensions
- Must have up-to-date knowledge of HMRC requirements, RTI submissions, National Minimum Wage, and other relevant regulations
- Must be numerate and have good literacy and general communication skills
- Tech-proficient – must be confident and comfortable learning and using new software and payroll-related apps
- Proficient in the use of general payroll and payroll-related software – BrightPay, Modulr, etc

## Desired qualifications & experience

- Ideally started working towards CIPP, or other relevant payroll qualification
- 1+ years' experience working in a payroll function; ideally within a bureau or accountancy practice
- Experience in processing and dealing with payrolls for multiple Companies
- Full UK driving licence



# Duties will include



- Process weekly, fortnightly, 4-weekly, and monthly payrolls for a portfolio of clients.
- Input and update employee data, including starters, leavers, and pay changes.
- Calculate and apply statutory payments (SSP, SMP, SPP) and deductions (PAYE, NI, pensions).
- Submit Real Time Information (RTI) returns to HMRC accurately and on time.
- Ensure compliance with auto-enrolment duties and upload pension contributions.
- Daily management of "accounts@" email inboxes across a number of clients.
- Daily and weekly raising of sales invoices for clients.
- Assisting with the delivery of certain elements of operational finance tasks where required.
- Respond to client queries and provide support with payroll-related matters.
- Liaising with clients in person and via email, telephone and video calls when necessary.

# Role overview, remuneration & benefits



<b>Contract length:</b>	Permanent
<b>Hours of work:</b>	37.5 hours per week, 8:30am to 5:00pm Monday to Friday
<b>Location of work:</b>	Our head office is based in Nottingham City Centre. Occasional travel to clients' premises will be required
<b>Starting salary:</b>	Circa £25,000 - £29,000 pa
<b>Holiday allowance:</b>	Enhanced holiday entitlement of 33 days pa
<b>Other benefits:</b>	Fully-funded training and qualification support Subsidised City Centre parking Company-wide trips to industry events Regular Company-wide team social events Office closure over Christmas period



# my finance function

## The opportunity

We're forward-thinking and innovative; we're not just any old accountancy firm.

Our unique model affords our people the experience of an industry accountant, whilst being underpinned by the support of an ICAEW accountancy practice.

Ready to be part of something different? Let's shape the future of accountancy together.

## How to apply

To apply for this role, please send your CV and cover letter to: [info@myfinancefunction.com](mailto:info@myfinancefunction.com).



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CHARTERED  
ACCOUNTANT