

## **Accounts and Payroll Executive**

An excellent opportunity has arisen for an office-based Accounts and Payroll Executive to work within a unique expanding rurally based business near Northallerton.

### **About Us**

Vicky Anderson Business Services is a small rural business working throughout the North of England to provide bookkeeping, accounts, administration, and payroll services to SMEs throughout the area, many of which are rural businesses. We offer a range of bespoke services including bookkeeping, payroll, yearend accounts, farm secretarial and records and admin.

### **The Role**

The successful candidate will work closely within our small friendly team both in the business services department and when necessary, the Vicky Anderson Training department to provide an excellent service to our client base.

The role will be working 8.30am – 5pm. 2 or 3 days per week at our modern office based on a farm, five miles east of Northallerton. There could be opportunity to visit clients at their premises for the right candidate.

### **Key Responsibilities**

- Bookkeeping and VAT returns.
- Clients' payroll.
- Travelling to clients' premises as and when required, in transport provided.
- Working closely and efficiently with HMRC and client deadlines.
- Completion of internal and external audits as required.
- Cross department flexibility

### **It is essential for the candidate to:**

- Be a self-starter who can work effectively under their own initiative
- Be proactive in all situations.
- Be a motivated team player.
- Good at problem solving.
- Experience of working in extremely confidential environments.
- Be able to prioritise and execute several different tasks within a day.
- Have excellent attention to detail and organisational skills.
- Be confident to coordinate and manage multiple clients' bookkeeping and payroll.
- Communicate with internal and external stakeholders.
- Liaise with clients to a high standard.
- Hold a full UK driving license.
- Be competent and have advanced knowledge of using Microsoft Office Excel, Word, Outlook.
- Have their own transport as the office is rurally based with no public transport.

### Desirable Qualities

- Ability to complete management records and reports.
- Administration associated with farm records.
- Understanding and knowledge of agriculture and rural businesses.
- Knowledge of payroll processing, taxes, and regulations.
- The ability to work on various accounting software packages.
- Relevant financial qualifications.

### Benefits

- Bonus scheme.
- Employer pension scheme.
- Health scheme.
- CPD actively encouraged within the business.
- Staff enrichment events.
- Free on-site parking.
- Paid lunch break

This is a non-hybrid role and so no home working can be accommodated. As the office is open 8.30am – 5pm we are unable to offer term time or school hours.

We pay for every hour worked, this is not a salaried role.  
£12.22 equivalent (£25,400 pro rata equivalent)

To apply you will need the following qualifications or equivalent: -

- Full UK driving licence
- Maths and English GCSE at Grade C or equivalent

Interview process, should you be selected:-

- at least one telephone interview.
- Face to face interview
- Test and trial session in the office at Beech Hill

To apply please send full personal details, experience, qualifications and covering letter explaining why you think you are right for the role to [office@vickyanderson.co.uk](mailto:office@vickyanderson.co.uk).  
No other means of application will be accepted.

Closing date for applications: 28<sup>th</sup> March 2024