



COME AND
JOIN US

WE ARE CURRENTLY RECRUITING

PAYROLL PORTFOLIO ASSOCIATE

LOCATION: GERRARDS CROSS
PART TIME 3/4 days a week
COMPETITIVE SALARY

Nunn Hayward is a well-established and growing Chartered Accountancy firm with offices in Gerrards Cross and Chorleywood, serving clients across Buckinghamshire, Hertfordshire and beyond. We provide high-quality advisory and compliance services in the areas of accountancy, audit and tax to a broad range of clients.

We are a friendly firm of around 90 people—small enough for you to know everyone and feel like an integral part of the team, while being large enough to offer a structured environment with excellent opportunities for professional development and career progression.

WHO WE ARE

Our core principals are not only to be a trusted advisor but to also put our people first. We constantly drive change and encourage our teams to lead the conversation with clients when it comes to helping them shape their future. Not only do we work closely with our clients to help them overcome the challenges of today, but to enable them to be ready for the challenges of tomorrow.

Our deep skill set and breadth of experience across the firm enables us to undertake and manage a number of high-profile and interesting clients.

THE ROLE

We are looking for an experienced Part Time Payroll Associate. This role ensures accurate and timely payroll processing, compliance with regulations and effective collaboration with HR and Finance teams.

The ideal candidate will have strong attention to detail, up-to-date knowledge of payroll legislation.

BENEFITS

These include:

- 25 days (Pro Rata) holiday plus buy back scheme
- Flexible working hours
- Hybrid working after probation
- CSR focused
- Pension Scheme
- Training & technical resources
- Staff socials
- Squash membership
- Discounts at local shops
- Employee support membership

JOIN US FOR A FULFILLING CAREER JOURNEY

At Nunn Hayward we understand that a successful career is built on a foundation of supportive teamwork, continuous growth, and meaningful contributions. We are more than just an accountancy firm – we are a community of dedicated professionals who are passionate about empowering our staff.

JOB DESCRIPTION

Job Title: **Payroll Portfolio Associate**
Reports to: **Head of Payroll Department**

DUTIES AND KEY RESPONSIBILITIES

- You will be ensuring the processing and quality control on a Portfolio of around 100 clients ranging from small to 250 employee payrolls using Xero/Sage software.
- Responsible for the end-to-end processing of monthly payrolls, ensuring accuracy and compliance with statutory requirements.
- Help resolve technical issues, identifying and managing common issues within payroll, helping others with their portfolios as and when required.
- Managing complex variable data inputs such as holiday, overtime, maternity, sickness absence, term-time calculations and allowances.
- Processing starters, leavers and changes including backdated pay adjustments and TUPE-related calculations.
- Handling multiple pension schemes including Teachers' Pensions and defined contribution schemes-ensuring correct auto-enrolment and opt-out processes are followed.
- Liaising with third-party providers for pension submissions, ensuring contributions are accurate and submitted on time.
- Preparing P45s, P60s and year-end reports in line with HMRC regulations.
- Cross-working with other departments within the practice with reporting.
- Supporting process improvements and systems development, contributing ideas for increased efficiency and accuracy.

EXPERIENCE IDEALLY REQUIRED

- Motivated, self-starter with initiative to work on your own but also a key team member.
- Previous payroll experience processing with Sage (Knowledge of Iris (Star), CCH and Xero would be preferable but not essential as training will be given).
- You will have previous experience working for a Bureau/Accountancy practice.
- Good working knowledge of payroll legislation and auto enrolment administration.
- Excellent communication skills and customer focussed.
- Good working knowledge of Microsoft office.

For more information on working with us, visit our website www.nhllp.com/careers

Send your CV to recruitment@nhllp.com