

Account & Payroll Officer

Department: Account & Payroll Officer

Reporting Structure: Reports to the Managing Director

Salary: £19.95 / £41,496

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

Are you a detail-oriented individual with a passion for numbers and finance? We are seeking a dedicated Account & Payroll Officer to join our team at Proffer Solution Ltd. In this role, you will be responsible for managing the company's accounts and ensuring accurate and timely payroll processing.

Responsibilities:

- Manage and reconcile company accounts
- Process monthly payroll for employees
- Prepare financial reports and statements
- Ensure compliance with all financial regulations
- Assist with budgeting and forecasting

Qualifications:

- Minimum of 2 years of experience in accounting or payroll
- Proficiency in payroll software and MS Excel
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Preferred Skills

- Financial analysis
- Payroll processing
- Budgeting and forecasting
- Regulatory compliance

Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan

If you are looking for a challenging and rewarding opportunity in the finance industry, apply now to join our dynamic team at Proffer Solution Ltd!