

Job Title: **Account & Payroll Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/Executive Project Director**

Date: **04/06/2025**

Position Overview:

The Account & Payroll Manager is a vital role within the Finance Department, responsible for overseeing the organization's accounting functions and payroll processes. This position requires a detail-oriented professional with a strong foundation in accounting principles, payroll regulations, and financial reporting. The successful candidate will ensure compliance with relevant laws and regulations while maintaining the integrity of financial data.

Key Responsibilities

- Manage all aspects of payroll processing including data entry, calculations, and timely disbursement of wages
- Ensure compliance with federal, state, and local payroll regulations and maintain updated knowledge of relevant legislation
- Oversee client account management including billing, invoicing, and reconciliation of accounts
- Collaborate with HR and management teams to ensure accurate payroll data and workload distribution
- Prepare and maintain accurate financial reports for management review and decision-making
- Conduct regular audits of payroll processes to ensure accuracy and integrity of data
- Provide excellent support and communication to both clients and employees regarding payroll inquiries and issues

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of 5 years of experience in payroll management and account administration
- Proficient in payroll software and accounting systems
- Strong understanding of payroll laws and tax regulations
- Exceptional analytical and problem-solving skills
- Excellent communication skills, both verbal and written
- Ability to work under pressure and meet tight deadlines with attention to detail.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.