

Job Title: Payroll and Bookkeeping Administrator

Location: Stockton-on-Tees, UK

Salary: Competitive (dependent on experience)

Job Type: Part OR Full-Time / Permanent

About Us

Davies Tracey is a well-established accounting practice providing a full range of services to a diverse client base, including SMEs, sole traders, partnerships, and limited companies. Due to continued growth, we are seeking a reliable new team member to join the Bookkeeping and Payroll departments.

Job Overview

We are seeking a detail-oriented and highly organised Payroll and Bookkeeping Administrator to join our team within an accountancy practice in Stockton-on-Tees.

The successful candidate will fulfil a varied role split between our Payroll and Bookkeeping Departments. You will play a key role in ensuring the timely and accurate processing of payroll for clients in accordance with HMRC regulations, and assist in the accurate maintenance of client financial records, delivering high-quality bookkeeping services using accounting software.

The ideal candidate will have at least 2 years of experience in VAT return preparation and payroll processing. You should be competent in using accounting software (Xero, QuickBooks, BrightPay), with strong communication and time management skills.

Both part and full-time applicants will be considered.

Key Responsibilities

- Accurately process end-to-end payroll for clients – both weekly and monthly.
- Maintain payroll records and ensure all data is current and correct.
- Calculate statutory payments including SSP, SMP, SPP, and holiday pay.
- Reconcile payroll reports and submit RTI submissions to HMRC.
- Ensure compliance with UK payroll legislation.
- Assist with pension scheme administration including auto-enrolment.

- Process purchase and sales invoices, receipts, and payments.
- Reconcile bank statements and other control accounts.
- Assist in preparation and submission of VAT returns in line with HMRC requirements.
- Support with month-end processes and trial balance preparation.
- Liaise with clients to obtain financial documentation and resolve queries.

Requirements

Essential:

- Proficient in Microsoft Excel and accounting software (ideally Xero, QuickBooks, and BrightPay).
- Attention to detail and ability to work accurately under pressure.
- Previous experience in a similar payroll role (2 years minimum).
- Strong knowledge of UK payroll legislation and statutory requirements.
- Confidential and professional approach to sensitive data.
- Understanding of VAT and basic accounting principles.

Desirable:

- AAT Level 2 or higher/ CIPP qualification, or working towards a relevant qualification.
- Experience in Accounts preparation.
- Knowledge of pension schemes and auto-enrolment legislation.
- Experience working within practice.

Benefits

- Competitive salary and holiday entitlement.
- Company pension scheme.
- Opportunities for professional development and training.
- Friendly and supportive team environment.
- Free onsite parking , hybrid working.