



Payroll Administrator

Whyfield: 4-day week employer

We are looking for an engaging, supportive, and experienced payroll administrator to join our entrepreneurial and independent firm, with an existing high calibre of team members and fantastic clients both regionally and nationally, offering a huge range of support to business of all sizes including sole traders, partnerships, charitable organisations, and limited companies. The turnover of these businesses can range from several hundred to several millions of pounds.

The key tasks of the role are:

- Administration of weekly, fortnightly, and monthly payrolls to include adding new starters, processing leavers as well as holiday, statutory pay calculations and pension submissions,
- Set up employers on payroll systems,
- RTI & Auto Enrolment management,
- Communications with clients around employee and HMRC liabilities due as well as supporting them with any queries they may have,
- Keeping up to date on legislation changes.

The successful candidate will take charge of their own portfolio of clients, and through building relationships, will have the opportunity to make the role their own. You'll work strategically with clients and colleagues to offer an enhanced payroll service, which goes above compliance and focuses on providing business support, encouragement, and empowerment to enable our clients to be successful.

Need-to-haves:

- Experience in a well-established accountancy practice, with a minimum of two years' practice experience
- Confident communicating directly with clients
- High level of commercial awareness and business acumen to provide valuable support to clients
- Enjoy the benefits of being a proactive member of a team.
- Ability to adapt and overcome and see the positive in a situation.
- Happy to travel to Threemilestone, Truro

Desirables:

- Familiar with payroll systems such as BrightPay, Xero and Quickbooks
- CIPP qualification

We aren't just on the lookout for someone with a long list of technical skills, we want to hear from a super-friendly, approachable person that is willing to go the extra mile to offer a top-quality service to our clients and be an ambassador and advocate for your profession.

It is important that you hold the ability to work well independently and as part of a team. You may often need to work with other team members to meet a deadline, but equally, there will be occasions when you will need to work solo to complete tasks.

The benefits on offer are:

- A company culture that promotes work/life balance – a 4-day working week comes with all roles at Whyfield!
- An individual development plan with clear progression and regular 6-monthly reviews
- Access to professional financial advice and planning
- A commitment from us to your continued professional and personal development

Of course, along with your salary, we will also provide:

- Time off above statutory leave
- Paid CPD
- Bonus scheme
- Training support
- Paid professional subscriptions
- Comprehensive private health cover including dental and optical
- A list of company perks including a yearly Duvet Day, social and wellbeing events calendar, exercise bike and standing desk, and more

Salary: £25,000 - £30,000 per year.

At Whyfield, pay is not pro-rata for our 4-day working week. The salary shown is the salary you get, even though we work fewer hours. Meaning you have more time to do the other things you love.

This role is office-based, in Threemilestone, nr Truro.

Permanent, full-time position, however, we are open to part-time applicants that would be able to work within our core hours of 9:30 am – 4 pm.

To apply, please fill in the Careers Form on our website.

whyfield.co.uk/accountancy-careers-whyfield

Close date for applications: 24th July 2026

Start date: ASAP

To note: we will be interviewing as we go.

**We love numbers,
but people are our passion.**

