

Payroll Officer and Accounts Assistant

Summercourt, Newquay

Permanent, Full time



Who are Happy Days...

- We operate 18 nurseries throughout the South West. With over 25 years' experience delivering quality childcare, we take care of over 1,000 children at our nurseries every day with a team of nearly 500 colleagues.
- We underpin our unique approach to nursery and pre-school care by constant reference to the best international research, backed up by 25 years in the sector.
- Eleven of our nurseries are rated "outstanding" by Ofsted, our industry regulator. With further sites across the South West being opened over the next few years, now is a great time to join our amazing team!

A little bit about the role...

- Responsible for processing the payroll for the nurseries
- Liaise with HR and Nursery Managers to ensuring the payroll is accurate
- You will be responsible for preparing monthly payroll reports and making statutory returns
- Maintain an up-to-date working knowledge of payroll legislation
- Process supplier invoices and credit notes
- Reconcile supplier statements
- Deal with queries from Nursery Managers and budget-holders in respect of the purchase ledger
- Support colleagues in the finance team to meet the monthly accounting timetable

What skills & experience do you need...

- A minimum of 2 years' experience of running a payroll
- Experience maintaining the purchase ledger
- In-depth working knowledge of computer software such as Sage, Microsoft Excel & Outlook
- Methodical working practice to ensure complete accuracy of data entry
- Able to multi-task and work to strict deadlines
- Provide high quality customer service both internally and externally
- Willingness to learn and use new systems
- Strong team player with a 'can-do' attitude. Willingness to support colleagues and share information.
- Good, confident and honest
- Demonstrates strong initiative and ability to think on your feet
- Good written skills with ability to complete required paperwork to required standard

In return...

Happy Days offers a fantastic benefits package including extensive personal development, discounted childcare, holiday (including Christmas off) and much more

If you are interested in applying, please send your CV to Asha at hadmin@happydaysnurseries.com or alternatively telephone **07734 384 546** for an informal discussion

"Happy Days, Committed to safer recruitment"