

Accounts and Payroll Assistant

£20,000 to £23,000



Stuck in a role which doesn't challenge you? Had enough of going through the motions? Want to be part of a close knit team in a growing business? Do you like the idea of something completely different (as Monty Python used to say)?

If so, how about ditching all of your career woes and coming over to 'The Dark Side'?

SSG have a fantastic opportunity for an Accounts and Payroll professional to join our committed team, working out of our beautiful and unique office, based in Berkhamsted (near Hemel Hempstead).

You will work with our client base (who are all small recruitment companies) to generate both Monthly Management Accounts (and everything else along the way!) plus assist with weekly payroll (using our terrific payroll software).

WHO IS SSG?

Since 2003, SSG has offered motivated Recruiters a free business launch and brilliant ongoing business support facility in exchange for nothing more than a decreasing percentage of the on-going billings of the business. No fixed costs, no money up-front, no surprises.

From our humble starting point back in 2003, we have been fortunate enough to have now established over 150 new Recruitment Companies for our target demographic.

YOUR OPPORTUNITY – ACCOUNTS AND PAYROLL SUPERSTAR!

Working closely with the existing team, you will take responsibility for the production of Monthly Management Accounts (and everything that leads up to their production – invoicing, credit control, expenses, VAT calculations, chatting, laughing and the inevitable consumption of coffee) for an existing client base of recruitment companies.

You will also assist with the running of a significant weekly payroll for temporary workers – using our brilliant payroll software.

You will have all the fun of working closely with your clients, who will look to you for practical advice, moral support and encouragement, as they work hard in their own business. You will gain satisfaction in knowing that you are making a real difference to the lives of the recruiters we support.

At the same time, you will be supported by a great team of people here at SSG who are lovely, friendly and brilliant at their jobs (I know, because they told me!)

KEY SKILLS REQUIRED?

You will need to understand the whole world of Accounts, but you will be particularly familiar with the production of Monthly Management Accounts and all the associated tasks involved with their production.

You will be familiar with running weekly payroll, ideally using a pay and bill payroll software package and even more ideally (if that is actually possible) in a recruitment background.

You will be able to confidently liaise with all 'stake holders' involved in the delivery of our superstar service, and be professional, friendly, punctual, of smart appearance, dedicated and caring.

On top of all that, you will need to be the type of person who thrives on getting things just right, being in control of a process, focussed on the perfect administration of a basically human task.

This is not easy – combining efficiency with real care in a genuinely empathetic way.

So, yep, the best way to describe this role is Accounts with Personality! And no, don't laugh, they do exist – in fact, we have a few of them ourselves!

THE REWARDS?

What's in this for me, I hear you ask?

Well, apart from the genuine satisfaction of doing something unique, learning new skills and enjoying being a key member of a totally 'different' business, you will probably be interested in some of the following stuff:

- *Salary between £20,000 and £23,000 per annum.*
- *Exceptionally friendly and helpful colleagues*
- *Loads of holiday*
- *Lovely working environment*
- *Constant challenge*
- *Full Fat Friday, every Friday*

SSG is a great place to work!

NEXT STEPS

Please have a good think about why you might want to make this change in career. Are you convinced you want to do something new, something different?

Have a read through some of our website (www.wearessg.com) and watch our videos to learn what we do and see what some of our clients think about the service we offer.

Look at our LinkedIn profiles – see who we are and the types of people we appear to be.

And finally, when you are fed up with pretending to research the conceptual notion of making the transition from fed-up Accounts person to key member of a motivated, caring team, please pick up the phone or drop me an email and let's have a chat.

Contact Laura Mould on
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or email laura@wearessg.com