



ATHOLL SCOTT
ACCOUNTANCY

Payroll Administrator/Bookkeeper

We have a vacancy for an experienced payroll administrator/bookkeeper in our Inverurie office working Monday to Friday, 35 hours per week. Part time would be considered.

The successful candidate must be able to work to strict deadlines and be efficient and organised. Applicants must have experience of using Sage Payroll and Microsoft Office. Knowledge of other payroll software packages, accounting packages and a full UK driving licence would be an advantage.

Main duties include but are not limited to: Payroll processing for multiple clients, bookkeeping on Xero/Sage/Freeagent for multiple clients and office administration.

Salary negotiable based on experience.

To apply, please submit your CV and cover letter to Kerri Stables at:

kerri@athollscott.co.uk

Closing date: 21 August 2026

Atholl Scott Ltd, Victoria House, 13 Victoria Street, Aberdeen, AB10 1XB