



ATHOLL SCOTT
ACCOUNTANCY

Payroll Administrator/Receptionist

We have a vacancy for an experienced payroll administrator/receptionist in our Banff office working Monday to Friday, 35 hours per week. Bookkeeping experiencing would be an advantage.

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 and a full UK driving licence would be an advantage.

Main duties include but are not limited to: PAYE services, answering calls, welcoming clients and dealing with queries, processing mail, scanning and general 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: 10 May 2026

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