

Payroll Administrator



The Role

We're on the lookout for a Payroll Administrator to join our fast-paced team. Both part-time and full-time positions are available.

The Payroll Admin will be responsible for administering our payroll services to clients, ensuring records are up to date and legal compliance is met. You'll be working as part of a vibrant and busy team and you'll be working together to meet deadlines.

Key Responsibilities

- Assisting in the processing of payroll for multiple clients
- Validating maternity calculations, creating maternity pay schedules for all employees and correcting incorrect calculations
- Processing monthly starters, leavers, tax data, court orders, unpaid/sickness absence and contractual changes
- Pro rata calculations, checking payroll results for errors, administering notifications of deductions and payments

Requirements

- UK payroll experience, including a working knowledge of HMRC rules and statutory entitlements (e.g. maternity, paternity etc.)
- The ability to work in a fast-paced and busy working environment
- Excellent communication skills (experience in a customer facing role is desirable)
- Numerical and analytical proficiency combined with a high attention to detail and accuracy



Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Pension Scheme
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.