

Payroll Apprentice



The Role

We're now recruiting for a Payroll Apprentice to join our busy team in Norwich.

We're passionate about giving young people the opportunity to get into fantastic careers. If you're a recent school, college or sixth form leaver, our payroll apprenticeship could be perfect for you. This role will provide you with practical, hands-on experience in a busy and well reputed payroll department. You will have the chance to work with a broad range of clients from a variety of industries.

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

- A willingness to learn
- The ability to work in a fast-paced and busy working environment.
- Excellent communication skills
- 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.