

Payroll Clerk

Norwich



The Role

We are looking for a motivated Payroll Clerk to join our dynamic team in Norwich. You will be part of a leading and fast growing East Anglian accountancy firm that has six offices across the region. The full-time role involves the perfect candidate being an integral part of the Payroll team.

Key Responsibilities

- Assisting with the processing of clients payrolls to tight deadlines using bespoke payroll packages (full training provided)
- Tracking, processing and amending holiday pay, Statutory Sickness Pay and other forms of leave such as maternity/paternity pay and jury duty
- Checking and validating information provided by the client
- Assisting with client's queries regarding payroll and basic employment law legislation
- Offering advice to clients with regards to National Insurance Contributions, PAYE and Statutory Sick Pay
- Working daily with confidential information

Requirements

Essential:

- Excellent communication skills, both written and verbal
- Attention to detail and ability to follow procedures and processes
- Excellent knowledge of Microsoft Packages including Excel and Outlook
- A keenness to further your own personal development and career goals
- Highly organised with evidenced ability to manage time
- Willingness to learn a variety of skills
- Experience with administrative tasks
- Numerical and Analytical skills

Preferred but not essential as full training is available:

- Experience working in Payroll
- Experience using Payroll software e.g. Iris Earnie

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
- Christmas Bonuses
- 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.