



Payroll Apprentice

Norwich

The Role

We are looking for a motivated Payroll Apprentice 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 and having the chance to work with a broad range of payroll clients from a variety of industries, whilst studying towards an apprenticeship qualification. 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.

Key Responsibilities

- Assisting in the processing of payroll for multiple clients
- Validating different calculations and information and correcting any errors in calculations made
- 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

- Excellent communication skills, both written and verbal
- Attention to detail and ability to follow procedures and processes
- Ability to work in a fast-paced and busy work environment
- A keenness to further your own personal development and career goals
- Willingness to learn a variety of skills
- Numerical and analytical proficiency combined with strong attention to detail

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.