

Payroll Clerk

Norwich



The Role

We are looking for a 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 with the opportunity of fully-funded, ongoing training including but not limited to AAT and ACCA.

Key Responsibilities

- Follow payroll processes for the organisation and its clients including new starters, leavers, holiday, sickness etc.
- Answer client queries via email or telephone
- Calculate, check and audit weekly/monthly payrolls to ensure legislative compliance
- Working with spreadsheets and confidential data on a daily basis to ensure fast and efficient processing of clients' payroll
- Preparing payslips
- Calculate hours, bonuses, deductions, taxes and commissions for timesheets
- Maintain and update payroll records

Requirements

- Great experience with any Payroll software
- Background of basic payroll knowledge
- Extensive knowledge of rules and regulations as well as awareness of current Payroll agendas
- Excellent communication skills both via email and over the telephone
- Strong attention to detail
- The desire for personal and professional development



Any questions?

Email careers@astonshaw.co.uk

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
- 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.



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