

Trainee Payroll Clerk

We are looking to recruit a trainee payroll clerk to work at our King's Lynn office. The successful candidate will be educated to A level standard or equivalent. No previous knowledge of payroll is required as full training will be provided.

You will be working in a payroll bureau of 8 members that provides payroll services for our clients. Your duties will include liaising with clients on the telephone, via email and using our secure data publishing software.

Responsibilities

- Maintain payroll information by collecting, calculating, and entering data.
- Checking employee's hours
- Working out tax and national insurance deductions
- Setting up new members of staff
- Calculating overtime
- Issuing tax forms (P45s for example)
- Processing year end and issuing P60
- Processing holiday, sick and maternity pay and expenses
- Calculating and processing auto-enrolment pension liabilities

Skills

You will need to show:

- communication and interpersonal skills
- organisational and time management skills
- a methodical approach to your work
- numeracy skills
- effective team-working skills
- motivation and initiative
- integrity and trustworthiness
- IT proficiency

Please apply via email or in writing, with a covering letter and CV to:

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