

Position: Trainee Payroll Administrator**Location: Beaconsfield****About us:**

Harwood Hutton is a growing firm with now almost 70 employees, and we have expanded significantly since we were formed back in 1957. Our size of firm means you get to know everyone and feel part of the Harwood Hutton family, and we are of a size where growth is supported and progression is encouraged, if this is a path you wish to follow.

The role:

Due to an expanding client base we are looking for a full-time, permanent, trainee administrator to work in our busy payroll bureau department. You will be an integral part of a team of 5.

No previous experience of payroll is required, this is an apprenticeship role offering full training over an 18 month period. Ideally experience of working in an office with knowledge of MS Excel and/or Word skills, but not essential.

With support and training the **Key responsibilities will be**

- Ensuring clients Weekly and Monthly payrolls are processed
- Ensure timely and accurate data input
- Liaise with clients and HMRC regarding payroll queries
- Ensure timely RTI filings
- Ensure Auto Enrolment processes are timely and accurate
- Dealing with pension portals for various schemes
- Prepare payroll related reports

Skills required/acquired through training

- Readiness to learn new skills
- Attention to detail and accuracy in work
- Able to organise and manage time efficiently and effectively
- Ability to work to deadlines and under pressure
- Confident when speaking/working with clients
- Excellent telephone manner - clear and well spoken

What we offer:

- Competitive remuneration package based on experience.
- Pension
- 25 days annual leave + bank holidays
- Private Medical Insurance
- Travel Insurance
- AA breakdown cover
- Life assurance
- Employee Assistance Support Programme
- Our full-time working week is 37.5 hours, and should additional hours need to be worked, they are given back and can be taken through our 'Time Off In Lieu' system.
- Employee referral bonus
- Client referral bonus
- Pathway to progression, if desired.

Full training to Payroll Administrator level will be available.

To apply for this position, send a copy of your CV along with a letter of application to Sue Mills by email to suemills@harwoodhutton.co.uk