

Job Description

Role: Trainee Payroll Specialist

Team: Payroll Bureau

Team: Manager, Payroll Bureau

Overview of role

To assist in the processing and delivery of a high quality payroll service to our clients. To carry out a range of general office duties and help the team as required. You will be responsible for:

Nature of work

We are a professional firm of Chartered Accountants based in central Cambridge and Milton. We offer a first class payroll bureau service to a large and varied portfolio of clients.

Main responsibilities and duties

Technical

- Assist in the processing of payrolls, initially with guidance from the other team members.
- Be keen pro-actively to develop technical knowledge and skill set.
- Willing to study for professional qualifications when appropriate to do so.
- Answering the phone and taking messages/dealing with client enquiries as appropriate.
- Confidence and interest in developing client relationships and ensuring that client expectations are met, if not exceeded, at all times.
- Helping out with other general duties as appropriate
- Commercial
- Developing knowledge of legislative changes that impact pay and benefits.
- Sharing PEM values of exceptional customer service.
- Team work
- Willingness to work as part of the team and carry out duties for other team members when appropriate.
- Share knowledge and information with other team members and provide advice to other departments when able to do so.
- A can do attitude and willingness to support others is important.

PEM

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A full list of partners can be found on our website.

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Experience and Attributes

- The successful applicant will have a good level of English and Maths, with GCSE grades 4/C.
- Able to work well within a team.
- Excellent communication skills
- Ability to pay high attention to detail.
- Computer literate
- Able to deliver work to a high standard.
- Confident in working closely with clients.
- Able to work with a high level of discretion and confidentiality.
- You may already have some experience, but this is not a necessity for the role. Full training will be provided.