



Trainee Payroll Executive

Job Description:

We are currently looking for a full-time Trainee Payroll Executive to join our busy Payroll Bureau team in Canterbury.

The Payroll Bureau is a busy part of the Firm, providing flexible payroll solutions to a large variety of clients. We strive to deliver a personal service and get to know our clients as if we are part of their own in-house team.

The role:

In this role, you will be part of the payroll team with tasks such as processing confidential client information; preparing payrolls; dealing directly with HM Revenue and Customs; and working with our valued clients to ensure a seamless integration of the BH Payroll Bureau with their businesses.

You will have the opportunity to train professionally towards gaining your CIPP (Chartered Institute of Payroll Professionals) qualifications.

The standard hours for this position are 9.00am – 5.30pm Monday to Friday.

We are offering a competitive salary, based on qualifications and experience, and will find course fees to the completion of the CIPP qualification.

The candidate:

The successful candidate should have:

- A minimum of 120 UCAS points or equivalent
- The ability to communicate with people at all levels
- A high standard of spoken and written English
- Good computer skills, particularly Excel
- Excellent organisation skills with an eye for detail
- The ability to work to tight deadlines and manage several projects at any one time

If you are a motivated, diligent individual looking for a new challenge, and would like to explore this exciting opportunity further, we would be delighted to hear from you.

About Burgess Hodgson

Burgess Hodgson LLP is a Kent based accountancy firm with the skills and expertise to rival any other accountancy firm in the UK.

Our 18 partners and over 100 staff work from offices in Canterbury, Kent, for a portfolio of clients across the UK and beyond, and are dedicated to growth and are committed to providing the best possible service to our clients.

With an excellent reputation for delivering high levels of expertise and client-focused service, we combine the values of a focused local business with the first-class capabilities and excellence of a London-based firm.

If you have any questions or would like to email your CV and cover letter, please contact Angela West (HR Coordinator):

Email: jobs@burgesshodgson.co.uk

Telephone: 01227 454627