

As an apprentice working in our payroll team, you'll be a part of the work we do to process monthly payments for over 11,500 employees and will experience all aspects of payroll, including:

- processing all types of amendments to employees pay
- processing new starter tax documents
- helping employees to understand their payments
- loading information received from HM Revenue & Customs into employee payroll records
- ensuring all overtime and additional payments have successfully loaded in the payroll system and investigate/corrects any rejections
- calculation of absence pay including sickness, maternity and paternity leave
- processing manual calculations

We're a global organisation and you will experience many different cultures as you work with the various teams and departments throughout the organisation. You'll also be given the opportunity to assist with a variety of projects to broaden your knowledge to other areas of expertise including: Payroll system development and upgrade; pension and employee benefits; Office of National Statistics returns; international assignments and; annual pay review activities.