



<b>Job Title:</b>	Payroll Trainee	<b>Level/Salary Range:</b>	Dependant upon experience
<b>Department / Group:</b>	Payroll	<b>Travel Required:</b>	No
<b>Location:</b>	Blackburn / Hybrid	<b>Position Type:</b>	Permanent
<b>Department Contact:</b>	Phil Johnson	<b>HR Contact:</b>	Becca Westwell

### About Us

Pierce Group is a leading operationally independent firm of business advisors supporting owner managed businesses. Based in Blackburn and Bolton the firm's core client base of owner managed businesses resides in East Lancashire but extends throughout the UK and Internationally.

Being operationally independent best places us to understand, advise and support owner managers on a myriad of business issues, in the fields of compliance, business specific and tax consultancy, corporate finance and its forensic practice. We work in partnership with many other professional services across the North West, bringing a trusted full suite of support to clients.

### About The Role

We are looking for a junior payroll advisor to join a progressive payroll bureau. The role will involve supporting the payroll team with general office admin and processing of client payrolls. This role is for someone who is looking to start a career in payroll bureau within a growing practice.

### Technical Skills

- Experience with Microsoft including Excel and Word

### Duties

- Supporting payroll admin with general office duties
- Processing payrolls within our small business payrolls team
- Phoning and emailing clients
- Registering new PAYE schemes
- Registering new auto enrolment pension schemes
- Raising invoices for the payroll team

### Soft Skills

- Ability to communicate to provide effective outputs internally and externally
- Excellent written and oral communication skills
- Ability to work both independently on own, and as part of a team
- Undertaking training and development relevant to the role
- Excellent customer service
- Excellent organisational skills
- High level of integrity and honesty



### Why Join Pierce

Pierce is a fantastic place to work and continues to grow. With growth comes tremendous opportunities. We are excited to see what the future holds developing our business and our people. As a leading operationally independent practice we have unparalleled opportunities to push the right candidates through the business.

- A well-established firm – over 95 years
- A growing and forward-thinking firm

### Key Benefits (more detailed in interview)

- [Pension with salary sacrifice option](#) – helping you save for your future.
- [25 days annual leave + bank holidays](#) – time out to focus on what's important to you.
- [Hybrid working](#) – we all work in different ways and we give you flexibility to manage where and when you work.
- [Employee referral bonus](#) - we're always looking for talented individuals to join our team.
- [Varied learning & development opportunities](#) - continuous development for your professional qualifications and career aspirations.
- [Simplyhealth](#) – helping you take care of your health and wellbeing.
- [YOLO Wellbeing](#) - unique, sensory experience leaving staff feeling relaxed, refreshed and more focused.
- [Electric car scheme and onsite electric charging](#) – enabling staff to own a new electric car for less and charge for free at work.
- [Cycle2Work scheme](#) – enabling staff to purchase a new bike for less.
- [Free independent mortgage advice](#) – supporting you at any point on the property ladder, find the best deal for you.
- [Regular social events](#) – time away from work to have fun with team socials and firmwide events.
- [Client referral scheme](#) – we offer generous financial rewards for helping Pierce to grow our new client portfolio.