

## **Payroll and Business Administration Apprentice**

A payroll and business administration apprentice will be trained in all aspects of payroll processing, administration and the day to day running of an office, in a dual role with strong progression opportunities. You would be joining an innovative, culture-focused and aggressively growing Accountancy business with exciting plans for the future.

At Harlands, Accountancy is just the start for us. Our purpose is simple: we are passionate about helping our customers meet their potential – helping them create and support N.E jobs in the process. You will be directly supporting these jobs by processing the payroll for the employees of our clients.

We firmly believe that our people are our biggest asset and have worked really hard to create a culture in which we have fun, innovate/problem solve and always look to support and praise each other

### **As a payroll and business administration apprentice, a typical day might include:**

- Calling clients to get some information relating to payroll
- Processing a payroll for a huge employer or a one man band
- Posting out payslips
- Greeting a client who has come in for a meeting with some small talk and a cup of tea
- Typing up a letter for a team member
- Helping to organise the welcome desk at one of our events
- Learn a new skill or how to use a new piece of software
- Improve or create an internal process
- Attend a weekly operations meeting and receive some praise from a colleague because you stayed late to help them meet a deadline
- Share some new knowledge with a colleague
- We don't have time-sheets, which mean you can spend more time listening to a really bad joke from a colleague
- Watching a video to find out some new information and sharing it with the team

### **This job might be for you if:**

- You want to part of a business that has a purpose.
- You like helping people.
- You enjoy problem solving and thinking outside the box.
- You are comfortable challenging colleagues and customers respectfully in order to get the best outcome.

- You enjoy being part of a team.
- You always strive to do a great job!
- You want an opportunity to learn new skills and become an integral part of a great team
- You are ambitious and want to progress to a high level payroll job but university wasn't for you

### **Personal development**

Just because you love to learn and strive to be the best, we promise to help you do this. The successful candidate will receive structured quarterly performance reviews, which will follow a personal development plan (PDP). As accountancy is just the start here at Harlands, your PDP will also focus on developing the other skills ... you know: project management, presentations, communication, business planning, time management, etc, etc.

Together, we will work in partnership to identify any performance areas to improve, support you to ensure we are utilising your strengths and develop your skills and role within the organisation.

### **Team Meetings**

We mentioned that people are biggest asset – this is how your skills will contribute to our growth and of course, hear how we are actually performing!

- You will attend monthly huddle, which shares the financial and non-financial performance of the business. Some of our company performance measures are Gross Profit, Net Promoter Score, Jobs supported and New customers
- Attend weekly Operational meetings, which focus on driving company culture.
- Attend weekly systems hub in which departments take turns in presenting a new system or process.

### **Some essentials**

- Tech-savvy
- Keen to learn
- Good with new people
- B or above GCSEs in Maths and English, or A-Levels/College level qualifications
- Great attitude
- Ambitious and willing to work hard
- Good time management and self motivation