

## SERTEC APPRENTICESHIP VACANCY

### Payroll Administrator

**Site: Wincaster House**

**Hours of Work:** 39 hours, Monday to Thursday 08:00am – 5:00pm and Friday 08:00am – 1.00pm

**Expected Apprenticeship Duration: 18 months**

**Possible Start Date:** September 2022

#### Who are Sertec?

Sertec has proven world class performance, supplying quality parts to world class customers within the automotive industry. Our exceptional success is based upon our constant awareness that our people are our most valued resource and we work together to be the best at what we do!

Today we are one of the largest independent manufacturers of presswork and assemblies in Europe, producing and distributing millions of parts per week across several sites in the UK, Europe and Asia.

#### We believe in:

- Being the best at what we do, as individuals and as a company
- Empowering our staff to drive the business
- Being responsive and continuously exceeding our customer expectations
- Working together to achieve our shared mission
- Providing a positive environment, that is more than just a place of work.
- Being committed to the brand and our values, and continually investing in our staff

#### What does a Purchasing Administrator Apprenticeship involve?

**Payroll Administrators** will have responsibility for setting up and operating the payroll within the organisation in which they are employed. Payroll Administrator may also have responsibility for the accurate and timely completion of routine and non-routine payroll-related calculations and other information, such as holiday accrual.

#### Typical duties include:

- Maintain payroll records by gathering, calculating and inputting data.
- Maintain payroll operation by adhering to policies and procedures, reporting needed changes.
- Honours confidentiality of employees pay records.

- Preparation of company's payroll every pay period based on data received from the time and attendance system.
- Identifies, investigates and resolves discrepancies in T&A records and payroll records.
- Accurately inputting data into Pay Maintenance system, questioning variances where noted.
- Computes employee take home pay based on time records, benefits and taxes.
- Validate payslips and reports, rectifying any identified issues.
- Assist HR in managing the absence / holiday system to ensure that all records are accurate and up to date.
- Resolve queries in respect of wages, deductions, attendance and time records.
- Completes payroll reports for record keeping purposes and managerial review.

### **What does a Sertec apprenticeship involve?**

As a payroll administration apprentice you will undertake a structured 18-month development programme, where you will have the opportunity to develop your knowledge and skills whilst working directly with industry professionals. You will gain hands-on experience, alongside college-based learning which will provide you with the best start to your career in Payroll.

### **Why choose a Sertec Apprenticeship?**

Sertec Apprentices will be provided with numerous opportunities to develop, throughout the programme and beyond. During the programme you will be supported by a dedicated mentor, allowing you to learn directly from an expert in the field. You will also gain industry recognised qualifications alongside hands-on experience within the automotive industry.

Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.

### **What are we looking for?**

Sertec are looking for the best. Whilst academic success is important, so too is your drive and determination to work within the automotive industry.

#### **Desired Skills and Behaviours:**

- 5 GCSEs or equivalent at C grade or above (Grade 5-9), (including Maths, English and Science)
- Excellence in customer service

- Strong communication skills
- The enthusiasm to learn new things
- A willingness to work as part of a team
- Ability to take and follow instruction
- Attention to detail

**How to Apply**

If you, a family member or a friend would like to apply for the 2022 Payroll Administration Apprenticeship, please apply on the website at

[www.sertec.co.uk/apprenticeships-overview/](http://www.sertec.co.uk/apprenticeships-overview/)