



Payroll Trainee

Role Brochure



my finance function



Welcome to My Finance Function

Our purpose at My Finance Function is simple: to provide a full finance function to owner-managed businesses to create a cost saving compared with hiring an in-house finance team.

We are blazing a trail in the accountancy industry in the way that we operate, and our primary focus is being a genuinely vital part of our clients' businesses by operating as an extension of their internal team, and working closely with them to provide the absolute best advice.

We don't operate as a traditional accountancy firm, but our foundations are built upon all of the same qualities.

Day-to-day walkthrough of the role



As a Payroll Trainee, you will handle and manage data for a portfolio of payroll clients, working closely with their own HR and management teams, as if you were part of their internal payroll team.

You will assist with general payroll bureau tasks such as maintaining client records, responding to queries, and supporting the delivery of accurate and timely payrolls across your portfolio. Collaboration with clients' internal teams will help ensure smooth and efficient workflows.

You'll regularly liaise directly with clients to understand their payroll requirements and provide guidance on all payroll matters, and will build positive working relationships with them to reinforce the image and reputation of MFF as a reliable and valued advisor.

Alongside gaining valuable on-the-job experience, you will also be supported in working towards your CIPP (Chartered Institute of Payroll Professionals) qualification.

**Attention to
detail**

**Confident and
personable**

**Commercial
thinking**

Candidate profile

The ideal candidate will have a genuine interest in improving the payroll function and payroll workflows for businesses, and have the drive to want to deliver the best possible service and advice for our clients to help them grow.

The key qualities for the role are being organised and conscientious, being confident working with large volumes of data, having keen eye for attention-to-detail, and exceptional communication skills.

No background or prior experience in payroll is required - we will provide full support to give you confidence in managing payroll processes, and a solid understanding of payroll requirements. This will allow you to grow into a role where you can confidently deal with the preparation of payroll for each client.

The ideal candidate will also have an appreciation for the fact that best-in-class service delivery is our primary focus, and that the service MFF delivers to its clients should be outstanding in all areas, particularly in terms of responsiveness and communicability.



Essential skills & knowledge

- Conscientious and organised, must be able to prioritise and organise workload to work to tight deadlines
- Confident and personable
- Hard-working, trustworthy and diligent, must have good attention to detail and take pride in presenting accurate work
- Clear written and verbal communication, especially when dealing with client queries
- A willingness to investigate payroll discrepancies, and a proactive approach to ensuring accuracy of payrolls
- Must be numerate and have good literacy and general communication skills
- Tech-proficient – must be confident and comfortable learning and using new software and payroll-related apps

Desired qualifications & experience

- Previous experience working in an office environment or admin role
- GCSE's in English and Maths at Grade 5/B or above
- Full UK driving licence

Duties will include



- Gathering and verifying employee information, including hours worked, absences, and overtime.
- Input and update employee data, including starters, leavers, and pay changes.
- Learning to calculate statutory payments including SSP, SMP, and pension contributions.
- Assisting with the preparation of reports for internal and external stakeholders.
- Participating in training sessions and shadowing senior team members to build your knowledge.
- Process weekly, fortnightly, 4-weekly, and monthly payrolls for a portfolio of clients.
- Submit Real Time Information (RTI) returns to HMRC accurately and on time.
- Ensure compliance with auto-enrolment duties and upload pension contributions.
- Respond to client queries and provide support with payroll-related matters.
- Liaising with clients in person and via email, telephone and video calls when necessary.

Role overview, remuneration & benefits



Contract length:	Permanent
Hours of work:	37.5 hours per week, 8:30am to 5:00pm Monday to Friday
Location of work:	Our head office is based in Nottingham City Centre. Occasional travel to clients' premises will be required
Office-based, hybrid or remote:	Office-based
Starting salary:	Circa £24,000 - £26,000 pa
Holiday allowance:	Enhanced holiday entitlement of 33 days pa
Other benefits:	Fully-funded training and qualification support Subsidised City Centre parking Company-wide trips to industry events Regular Company-wide team social events Office closure over Christmas period



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The opportunity

We're forward-thinking and innovative; we're not just any old accountancy firm.

Our unique model affords our people the experience of an industry accountant, whilst being underpinned by the support of an ICAEW accountancy practice.

Ready to be part of something different? Let's shape the future of accountancy together.

How to apply

To apply for this role, please send your CV and cover letter to: info@myfinancefunction.com.