An exciting opportunity has arisen in Bradford Community Payroll & Accounts, the trading arm of Community Action Bradford & District.

Admin/Finance Assistant

30 hours per week over 5 days - Office based

Salary – FTE £20878 Pro-rata £17895 (Under 21- age related NMW)

Bradford CPA Ltd (Trading arm of Community Action Bradford & District) provide a Payroll Bureau Service and Bookkeeping Service primarily to Voluntary organisations and

Direct Payment clients. We also provide a payroll service to Community Interest and Private companies.

We are looking for a well organised, self-motivated individual, who is able to work flexibly within a small friendly team to support the administration for the Payroll and Finance functions. We require the candidate to have experience in an office environment, and excellent knowledge of MS Office and Acrobat Adobe applications.

They would be responsible for general administration duties and archiving documents in a high-volume environment. Another aspect of the role would be extracting from and inputting data into a HMRC portal to assist the Payroll Officers. This is an exciting position which requires the successful candidate to have excellent organisational skills to achieve various deadlines.

They must be willing to undergo a DBS check.

In return we offer a pension, generous holidays and excellent working conditions.

For any further details or an informal conversation please contact Maya Lad,

Payroll & Business Manager on 01274 787800 or email maya@bradfordcpa.co.uk

Application form, Job Description and Job Specification details can be accessed [here](https://www.bradfordcpa.co.uk/news-job-opportunities/).

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**Closing Date: 12th April 2024**

**Interviews will take place week commencing**