Job Title: Payroll Accountant
Location: Aspire House, Eastleigh SO50 9PX (Hybrid)
Working Hours: 37 hours per week
Working Pattern: Monday- Friday
Salary: £35,000 - £39,000 per annum
Requirements: AAT Qualified or payroll qualification, 3+ years' experience in payroll.

If you are passionate about education and want to work in a vibrant environment with people who believe in our mission to advance education for the public benefit, please apply and support our charitable objectives. As a diversity-sensitive employer, we are always looking out for exceptional talent to join us from a wide range of backgrounds.

About VTCT

Founded in 1962, VTCT is a charity and one of the UK's leading awarding and end-point assessment organisations. We are highly regarded and are renowned for our commitment to high-quality qualifications and providing learners with a direct line of sight to a job. As a trusted partner to learners, employers, government agencies and training providers, we are committed to excellence in all that we do.

Our growth story

Over the past few years, we have enjoyed significant growth, driven by our focus on innovation, quality, and meeting the evolving needs of the workforce. We have been acquisitive, expanded our portfolio of qualifications, forged new partnerships, and invested in our people and customers. This growth has positioned us as a leading organisation globally, in the awarding and assessment sector, and we are now focused on delivering our new 2024-2027 strategy, further transforming our business, realising further growth and supporting more learners across our UK and international footprint across a broader array of sectors.

We are seeking a Payroll Accountant to join our team and support the Management Accountant in delivering comprehensive payroll, accounting, and bookkeeping services across the Assessment Group. In this role, you will assist colleagues throughout the organisation with financial, payroll, and budgetary inquiries, ensuring accurate and timely payroll processing and financial reporting.

Key responsibilities include:

- Assisting with payroll management and ensuring compliance with payroll regulations.

- Supporting bookkeeping tasks and financial reconciliations.

- Handling queries related to payroll, budgeting, and financial procedures from various departments.

- Collaborating with the Management Accountant on financial reporting and analysis tasks.

This is a great opportunity for someone with strong payroll expertise and an eye for detail, who enjoys working in a collaborative environment and supporting a wide range of financial functions across the organisation.

Details about VTCT are on our website: https://www.vtct.org.uk/about-us-what-does-vtct-do/vacancies/

Benefits *(Please enquire if you would like more information about these before you apply)***:**

- 26 days annual leave + bank holidays, rising to 27 days after 2 years.
- Day for your birthday
- Life assurance 4* salary
- Flexible working arrangements (including compressed hours)
- Enhanced sick pay benefits after probation (3 months full pay)
- Enhanced pension contributions after postponement period (up to 10% employer contributions)

Vocational Training Charitable Trust | Company number 2050044 (Registered in England & Wales)
Registered office address: Aspire House, Annealing Close, Eastleigh, SO50 9PX | VAT No: GB 917 6048 15
Registered Charity in England & Wales 295192 | Scottish Charity SC049476, regulated by the Scottish Charity Regulator (OSCR)

- Retail discount offers
- Cycle to work scheme
- Employee assistance programme
- Wellbeing initiatives and support
- A vibrant array of social opportunities
- Free parking, free tea and coffee and free fruit
- Healthcare services worth up to £1,400 and access to 24/7 GP services
- Regular massages for office staff
- Wide array of training and development opportunities

Application closing date: 6th of November 2024.

Interviews are scheduled to be held on the week commencing 11th November 2024.

Please submit your CV and a covering letter to recruitment@vtctgroup.org.uk

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Skillfirst; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.