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

Admin/Finance Assistant

Full Time 30 hours per week - Office based

Salary NMW (age related)

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, as well as a bookkeeping service.

We are looking for a well organised, self-motivated individual, who is able to work flexibly within a small team to support the administration for the Payroll and Finance functions.

We require the candidate to have experience in an office environment, and knowledge of MS Office and Acrobat Adobe applications.

They would be responsible for general administration duties and archiving documents in a high-volume environment. They would also be responsible for extracting and inputting data to 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/)

**Closing Date: 23rd January 2023**

**Interviews will take place week commencing 30th January 2023**