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

 Administration Assistant

Full Time 35 hours per week - Office based

Salary Apprentice rate £4.81 (First year- age related NMW in 2nd year)

Bradford CPA Ltd provide a Payroll Bureau Service and Bookkeeping Service primarily to Voluntary organisations and Direct Payment service users. 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 team to support the administration for both the payroll and finance functions.

Experience in an office environment, and knowledge of MS Office applications would be an advantage.

They would be responsible for general administration duties and archiving documents in a high-volume environment, whilst keeping within GDPR (General Data Protection Regulatons) guidelines. This is an exciting position which requires the successful candidate to have excellent organisational skills to achieve strict deadlines.

The successful candidate 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: 31st Oct 2022**

**Interviews will take place week commencing : TBC**