



Job Description

Trainee Payroll Administrator

BCA operates the largest used-vehicle marketplace in the UK and Europe operating in 10 countries, 60 different locations, selling 1.3 million vehicles per annum. BCA touches over 3.5m vehicles a year as it provides services along the vehicle life cycle from port to dealerships for new vehicles to refurbishment and logistics for used vehicles and the core re-marketing and auction operations.

This is an exciting opportunity to join British Car Auctions, a fast paced company that really values your skills and hard work - a chance to work for BCA, a positive and focused team working for Europe's largest vehicle remarketing company.

Main purpose of job:

To ensure that BCA employees are paid in an accurate and timely manner in accordance with their contracts of employment and government legislation.

Main Responsibilities:

- Prepare and input information into payroll system for both Monthly, and Weekly Payrolls and process payrolls to completion.
- Input information for new employees and process associated paperwork
- Process Leavers, Calculate Holiday payments, PILON and other associated termination payments.
- Print weekly clock cards and absence reports and Maintain Time and Attendance System
- Process other payments, including Salary Sacrifice, and Contractual. Ensuring Audit and Statutory requirements are met.
- Accurately apply changes to terms and conditions for existing employees,
- Input changes to employee personal details, e.g. bank account and address details.
- Input statutory changes, P45, P46, P6, and P9, student loan notices and court orders.
- Liaise with line managers in respect of payroll queries.
- Submit RTI returns within timescales allowed.
- Open and Terminate Pay cycles
- Perform any other tasks associated with Payroll Administration to complete payrolls within agreed deadlines.

Essential Criteria

- Previous Payroll Experience
- Good telephone manner
- Work well within a team
- Good IT skills – efficient user of Excel and the ability to learn new systems.
- Methodical approach to work.
- High Level of Attention to Detail

Working Hours

Monday to Friday 9.00am – 5.00pm



Working for BCA

We have been bringing together buyers and sellers for nearly 70 years. Starting in 1946 as Southern Counties Car Auctions, we were one of the first companies to let people across the UK buy and sell a wide range of cars at auction, from budget run-arounds to exotic imports.

Working for BCA you will receive;

Benefits include a minimum of 31 days holiday Inc. Bank Holidays

Company pension scheme

Internal promotion as much as possible

Excellent Learning & Development training options

Free parking onsite

Cycle to work scheme

Subsidised restaurant that delivers

Reward scheme that offers online and high street discounts

If you're looking for a career that has great teamwork, training, rewards, long-term scope and is going places - apply now!

To apply please send your CV to recruitment@bca.com