

**One Team.  
One Journey.**

**leadec**

# Apprentice Payroll Analyst

**Location of the position:** Central Services, Coventry

**In this position you will learn to carry out tasks such as:**

- Receiving Information from our UK operational sites
- Completing Statutory Assessments (SSP, SMP, SPP, etc.)
- Uploading and processing data using Zellis Resource Link software & Excel
- Producing reports and completing adjustments
- Processing BACS payments
- Submitting real time information (RTI) to HMRC
- Actioning starters, leavers, and contractual changes
- Processing court orders
- Liaising with stakeholders across the business

## About you:

This position is suitable for somebody who is looking to take on their first role in the industry, combining practical experience with study. You will hold GCSE or equivalent qualifications in English and Mathematics., with strong IT skills. The apprentice will be trained in the payroll process from start to finish whilst studying for a Payroll Administrator level 3 qualification.

For further information, or to apply for the position, please visit the UK Government apprenticeship website at

<https://www.findapprenticeship.service.gov.uk/apprenticeship/VAC1000334739>

The closing date for applications is **Friday 15th August 2025**