BRYDEN JOHNSON

CHARTERED ACCOUNTANTS • BUSINESS ADVISERS

Personal Tax & Payroll Apprentice

Bryden Johnson | Full-time | Apprenticeship

About Bryden Johnson

Bryden Johnson is an established accountancy and business advisory firm with over 125 years of experience supporting individuals and businesses. We take a holistic approach to understanding our clients' business and personal objectives, providing practical, professional advice and building long-lasting relationships.

We are looking for a motivated and enthusiastic **Personal Tax & Payroll Apprentice** to join our team. This is an excellent opportunity for someone looking to start a career in Payroll and Personal Taxation, combining practical experience in a professional environment with structured study towards the **Association of Taxation Technicians (ATT) qualification** with an approved provider.

The Role

As a Personal Tax & Payroll Apprentice, you will work alongside experienced colleagues, developing your knowledge and skills in personal taxation, payroll and client service. You will gain hands-on experience supporting the team with a range of tasks while working towards your professional qualification.

You will be supported throughout your apprenticeship, with opportunities to learn, take on additional responsibilities and develop a long-term career within the firm.

Key Responsibilities

Personal Tax

- Assist with the preparation of personal tax returns for individuals, including sole traders and landlords.
- Gather, organise and review client information to support the preparation of accurate tax returns.
- Assist with calculating tax liabilities and identifying relevant allowances and reliefs.
- Help monitor tax return deadlines and ensure work is completed within the required timescales.
- Support the team with client queries and requests for information.
- Maintain accurate client records and ensure confidential information is handled appropriately.
- Develop an understanding of current tax legislation and HMRC requirements.

Payroll

- Assist with the preparation and processing of payroll for a portfolio of clients.
- Help calculate employee pay, tax, National Insurance, pension contributions and other payroll deductions.

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- Support the preparation of payslips and payroll reports.
- Assist with the administration of starters, leavers and employee changes.
- Help ensure payroll & pension submissions and payments are completed accurately and on time.
- Develop an understanding of PAYE, statutory payments and pension auto-enrolment requirements.

General Responsibilities

- Provide a professional, helpful and responsive service to clients.
- Communicate clearly and professionally with clients and colleagues by email, telephone and other appropriate channels.
- Maintain accurate records and follow the firm's procedures and quality standards.
- Manage workload effectively and work towards agreed deadlines.
- Attend training sessions and complete all required apprenticeship and ATT studies.
- Work collaboratively with colleagues and contribute positively to the team.

Training and Development

You will receive on-the-job training and support from experienced members of the team while studying towards the ATT qualification with an approved provider.

The apprenticeship will provide the opportunity to:

- Develop a strong foundation in personal taxation and payroll.
- Gain practical experience working with a variety of clients.
- Build your technical knowledge and professional confidence.
- Develop communication, organisational and problem-solving skills.
- Work towards a recognised professional qualification and future career progression.

About You

We are looking for someone who is keen to learn, takes pride in their work and is committed to developing a career in payroll and personal taxation.

The successful candidate will demonstrate:

- A genuine interest in taxation and payroll.
- Good numerical skills and attention to detail.
- Strong organisational skills and the ability to manage competing priorities.
- Good written and verbal communication skills.
- A professional, positive and approachable manner.
- A willingness to learn, ask questions and take on new challenges.
- The ability to work independently when appropriate and as part of a team.
- A responsible approach to handling confidential information.

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Qualifications and experience

- GCSEs in English and Mathematics, ideally at grade 4/C or above, or equivalent.
- A-levels or equivalent qualifications would be beneficial but are not essential, depending on the apprenticeship entry requirements.
- Previous office or work experience would be an advantage but is not essential.
- No previous experience in tax or payroll is required, as full training will be provided.

What We Offer

- A full-time apprenticeship with structured training and support.
- The opportunity to work towards the ATT qualification with an approved provider.
- Practical experience within an established accountancy firm.
- Support from experienced colleagues and professional development opportunities.
- A friendly and supportive working environment.
- The opportunity to build a long-term career with Bryden Johnson.

Working Hours

Full-time position 9-5.30 pm in our offices based in Croydon

Salary

Salary will be the appropriate National Minimum Wage.

How to Apply

If you are enthusiastic, organised and eager to begin a career in personal taxation and payroll, we would love to hear from you.

Please submit your CV and a covering letter to Leigh McGuigan (Leigh.mcguigan@bryden-johnson.co.uk) explaining why you are interested in joining Bryden Johnson and pursuing a career in payroll and taxation.