

Payroll Apprentice

Start your career in Payroll with TSG UK

Department	Payroll
Reports to	Payroll Manager
Location	Longforgan, Scotland
Working pattern	Office-based, Monday to Friday, 37.5 hours per week

No previous payroll experience is required. Full training and support will be provided throughout your apprenticeship. School and college leavers are encouraged to apply.

About TSG UK

TSG UK, a division of the TSG Group, has over three decades of experience in providing equipment, services and solutions to forecourt retailers, commercial fleets and the transport industry throughout the UK.

Today, TSG UK is a leading name in the new energy sector, offering a diverse range of products and advanced solutions that help businesses transition from fossil fuels to electricity, gas, hydrogen and solar energy.

As part of an international group, we are helping shape the future of energy and mobility while investing in the next generation of talent.

About the Apprenticeship

Every employee expects to be paid accurately and on time. Payroll professionals make this happen.

As a Payroll Apprentice, you will learn how salaries, overtime, pensions, tax and other deductions are calculated and processed. You will develop valuable skills in finance, data management and customer service while supporting the payroll operation for approximately 500 employees across the UK.

This apprenticeship offers an opportunity to gain practical workplace experience while studying towards a recognised qualification. You will work alongside experienced payroll professionals and learn how payroll supports employees throughout their careers.

This is not just an apprenticeship. It is the first step towards building a rewarding professional career in payroll.

What You'll Learn

- Support weekly and monthly payroll processing
- Assist with payroll data entry and employee records
- Learn how PAYE, National Insurance, pensions and statutory payments are administered within a UK business
- Support payroll reconciliations and validation checks
- Assist with administration of the company pension scheme
- Learn how payroll systems are used to manage employee information
- Respond to routine employee pay queries professionally and confidentially
- Develop an understanding of payroll legislation, compliance and best practice

As your confidence and knowledge grow, you will be given greater responsibility and opportunities to develop new skills.

Is This Role Right for You?

This apprenticeship could be ideal if you:

- Enjoy working with numbers and data
- Like spotting small details that others might miss
- Take pride in being accurate
- Enjoy solving problems
- Are trustworthy and can handle confidential information responsibly
- Enjoy working with systems, spreadsheets and information
- Want to develop a specialist business skill that is valued across many industries

Payroll is a profession where accuracy, confidentiality and attention to detail are essential.

What We're Looking For

Essential Requirements

- National 5, or equivalent, in English
- National 5, or equivalent, in Math
- Eligible to undertake a Scottish Modern Apprenticeship
- Strong numerical ability and attention to detail
- Good communication skills
- A willingness to learn and follow processes carefully

Desirable, But Not Essential

- Confidence using Microsoft Excel or spreadsheets
- Administration or customer service experience
- Experience handling information accurately and confidentially

Full training will be provided throughout your apprenticeship.

How We Will Support Your Development

First few months	As you progress
• Learn about TSG, our payroll processes and systems • Complete your apprenticeship induction and training • Build relationships with colleagues across the business • Develop confidence in payroll administration activities	• Take ownership of routine payroll activities • Assist with payroll processing and pension administration • Support employee payroll enquiries • Develop specialist payroll knowledge and practical workplace experience

Future Career Opportunities

This apprenticeship is designed as the first step in a long-term career in payroll, with potential progression into Payroll Assistant, Payroll Administrator and Payroll Supervisor roles.

Payroll is a specialist profession that combines finance, legislation, systems and customer service skills, creating opportunities for long-term career development.

Progression opportunities will depend on your performance, successful completion of the apprenticeship and business requirements.

Salary & Benefits

Salary: From £17,000 depending on qualifications and experience.

- 20 days annual leave plus bank holidays
- Life Assurance
- Employee Assistance Programme
- Structured training and development
- Earn while you learn
- Real career progression opportunities

Working Pattern

You will be based full-time at our Longforgan office, working 37.5 hours per week, Monday to Friday. Following successful completion of your initial probation period, you will attend college one day per week during term time, allowing you to gain a recognised qualification while developing valuable workplace experience.

Why Choose TSG?

At TSG, you will be more than just an apprentice. You will become part of a supportive team that is committed to helping you learn, develop and succeed.

If you are ready to take your first step into a professional career, enjoy working with numbers and want to develop valuable skills in a specialist profession, we would love to hear from you.

Start your payroll career with TSG UK and help ensure that hundreds of employees across the business are paid accurately and on time.

Our Commitment to Fairness and Inclusion

At TSG UK, we are proud to be an equal opportunity employer. We are committed to treating employees and applicants fairly and encourage candidates from all backgrounds to apply.