

Greater Manchester Pay and Employment Rights Advice Service

Pay Factsheet

Clerical Workers

These are some rates of pay which employers offer to clerical workers. Your employer does not have to pay you similar rates, but you may find the information useful in working out whether you get a fair rate or whether you should try to ask for more.

Clerk/Administrator

COMPANY & DATE OF AGREEMENT	JOB	WEEKLY PAY	HOURLY PAY
Asda 01.04.05	(provinces)	£206.72 to £220.78	£5.44 to £5.81
Affinity Homes Group 01.04.04	Team Clerk	£295.21	£8.20
BAE Systems 01.01.03		£246.08 to £324.83	£6.65 to £8.78
Bentley Motor Cars 01.01.05		£246.98 to £334.42	£6.68 to £9.04
Borg Warner 01.01.05	3 grades	£366.77 to £500.67	£10.05 to £13.72
Civil Aviation Authority 01.04.05		£296.88 to £371.12	£8.48 to £10.60
Cummins Engine 01.02.05		£283.77 to £360.54	£7.58 to £9.61
First Hydro 01.06.05		£496.79 to £756.87	£13.43 to £20.46
Kodak 02.01.05	Accounts Payable Clerk	£360.88 to £410.96	£9.62 to £10.96
Komatsu UK 01.03.05	Administrator	£338.48 to £406.17	£9.15 to £10.98
Royal Mail 01.04.05		£372.92	£9.32

Accounts clerk

COMPANY & DATE OF AGREEMENT	JOB	WEEKLY PAY	HOURLY PAY
Alfa Laval 01.01.04	Finance clerk	£290.77 to £339.06	£7.75 to £9.04
Cummins Engine 01.07.04	Finance clerk	£373.21 to £391.81	£9.95 to £10.45
Imperial Tobacco 01.04.04		£357.35 to £411.02	£10.21 to £11.74
Wilkinson 01.10.04		£305.76	£7.84

Data Entry Clerk

COMPANY & DATE OF AGREEMENT	JOB	WEEKLY PAY	HOURLY PAY
BAE Systems 01.01.04		£294.10 to £390.38	£7.95 to £10.55
GNER 28.03.04		£281.54	£8.04

Mail Room Clerk

COMPANY & DATE OF AGREEMENT	JOB	WEEKLY PAY	HOURLY PAY
AstraZeneca Pharmaceuticals 01.06.04		£324.00 to £332.19	£9.00 to £9.23
LandRover 01.11.04		£395.58	£10.99

Wages/Payroll Clerk

COMPANY & DATE OF AGREEMENT	JOB	WEEKLY PAY	HOURLY PAY
GNER 28.03.04		£281.54	£8.04
Holset Engineering 01.01.05		£323.10 to £386.85	£9.23 to £11.05

The National Minimum Wage

From 1st October 2005, the three different rates are:

- ◆ Workers aged 22 years and over are currently entitled to **£5.05 per hour**.
- ◆ Workers aged 22 years and over who are in the first six months of working for a new employer and are undergoing training for a recognised qualification get **£4.25 per hour**.
- ◆ Workers aged 18 - 21 are entitled to **£4.25 per hour** (unless they are apprentices – see exemptions below).

On 1st October 2004 a new national minimum wage rate of **£3.00 per hour** was introduced for 16 and 17 year olds (16 year olds must have completed full time compulsory education to be eligible).

Exemptions: Apprentices aged 18 and first year apprentices up to age 26.

Apprentices who do not qualify for the minimum wage should be paid in line with the Lower Earnings Limit figure (currently £82 per week - changes in April 2006).

Greater Manchester Pay and Employment Rights Advice Service is an independent research & information body funded by all local authorities in Greater Manchester under the AGMA grants scheme. Ref: 1005

If you need more information about pay and employment rights, contact

**Greater Manchester Pay and Employment Rights Advice Service on
0161 839 3888**

or write to us at:
4th Floor, Swan Buildings
20 Swan Street

Manchester, M4 5JW
or visit our website:
www.gmemploymentrights.org.uk

Trade Unions

Trade unions help workers to get better pay and work conditions.

For further information contact us,
or:

**North West TUC, Suite 506-510, The
Cotton Exchange, Old Hall Street,
Liverpool L3 9UD
0151-236 5432**