

**Role Purpose:** Support the delivery of an accurate and timely payroll for our business, whilst supporting the Payroll and Benefits team. You will be responsible in helping with the delivery of excellent payroll services to our 4300+ colleagues, across a fast growing multi-site business.

<b>Function / Business Unit:</b> HR	<b>Location:</b> Head Office
<b>Reporting Line:</b> Payroll Manager	<b>Budget Responsibility:</b> NA
<b>Team Management:</b> NA	
<b>Key Accountabilities / Responsibilities:</b> <ul style="list-style-type: none"> <li>• Help to calculate and process all data for the monthly payroll for our 450+ stores, our 4 Distribution Centres, Contact Centre and Head Office which covers over 4500+ employees.</li> <li>• Process all new starters and leavers into our systems, ensuring the information is accurate and precise.</li> <li>• Process salary amendments.</li> <li>• Make sure the data entry is completed accurately and any errors are corrected.</li> <li>• Produce monthly reports and provide accurate data to the Finance function when required.</li> <li>• Assist in the administration of Pensions and Benefits.</li> <li>• Handle requests for information and help from colleagues, HMRC, Finance, Auditors and others.</li> <li>• Support us in maintaining excellent service and giving a good customer experience for all of our colleagues.</li> <li>• Analyse and interpret data whilst making recommendations.</li> <li>• Communicate openly and effectively, ensuring that messages are clear and concise.</li> <li>• Responds maturely to ambiguity and complexity within own area of responsibility. Proposes solutions and maintains the focus on outcomes.</li> </ul>	<b>Required Skills &amp; Experience:</b> <ul style="list-style-type: none"> <li>• Experienced Payroll Administrator</li> <li>• Basic to intermediate knowledge of Microsoft Excel.</li> <li>• Proven experience working in a team environment, building strong relationships with colleagues.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Prior experience in a role which required high levels of attention to detail and accurate data input, identifying own mistakes by self-checking your work.</li> <li>• Able to demonstrate excellent organisation and administrative skills.</li> <li>• Able to plan, prioritise and meet deadlines.</li> <li>• Able to use own initiative and have a proactive approach.</li> <li>• Is adaptable to the changing requirements of a growing business.</li> <li>• Understands the need for customer focus.</li> <li>• You're committed to delivering a high quality of service.</li> </ul> <b>Behaviours:</b> <p><b>Planning and organising</b> - Knows how to plan and organise own time to complete tasks. Can adapt in light of unexpected situations, sets clear and realistic objectives and goals.</p> <p><b>Detail Orientated</b> - Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas. Diligently attends to details and pursues quality in accomplishing tasks.</p> <p><b>Customer Focus</b> - Recognises and responds to the needs and concerns of the customer both internally and externally. Is committed to delivering a high quality of service.</p> <p><b>Communication</b> - Communicates openly and effectively, ensuring that messages are clear and</p>

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concise. Adapts content and style to help others understand.

**Problem solving** - Anticipates problems and their impact. They weigh up alternatives and arrive at reasonable decisions.

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