

**GOODWOOD**

**The Role**

The **Apprentice Payroll Administrator** will be part of Payroll and report to the Group Payroll and Benefits Manager.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To support the Group Payroll Manager and Group Payroll and Insurance Coordinator in delivering a high-quality payroll service providing timely and accurate pay to employees working within agreed policies and procedures, contracts of employment and statutory legislation.

**Key responsibilities**

**General Tasks**

* Develop a broad understanding of the payroll to be able to identify potential issues
* Deal with payroll queries – both written and verbal – working to resolve these where possible
* Work closely with the P&D Co-ordinator to check the accurate entry of paperwork
* Undertake relevant calculations for new starters, leavers and amendments on our iTrent payroll software
* Liaise with managers to process monthly timesheets and payroll submissions
* Maintain the email inbox to ensure that emails are responded to in a professional and timely manner
* Process and monitor absence payments
* Liaise with current and prospective companies to secure employee benefits and discounts, and communicating any updates to staff
* Filing of monthly paperwork following each payroll run

**Compliance**

* Act on any court orders in a timely fashion
* Distribute payslips and P60s within required deadlines
* Input up to date tax code information onto Payroll system
* Consideration of GDPR, working to adhere to the legislation at all times

**Qualities you will possess**

* Excellent attention to detail
* Positive and friendly with a “can do attitude”
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Excellent communicator
* A sense of fun!
* Team player

**What do you need to be successful?**

* Excellent numerical skills, working to a high level of accuracy with very good attention to detail
* Keen to learn and develop
* Knowledge and understanding of Microsoft Office, particularly Excel and Word
* Good interpersonal skills, with the confidence to communicate effectively at all levels