

**GOODWOOD**

**The Role**

The **Group Payroll Administrator** will be part of Payroll and report to the Group Payroll 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 Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

To support the Group Payroll Manager and Group Payroll Supervisor 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**

* To work closely with the P&D Co-ordinator to ensure all payroll administration has been accurately checked and entered onto the system
* On notification of maternity/paternity leave, check accuracy of information received and calculate and input onto payroll system
* Act on any court orders in a timely fashion
* Monitor the long-term sickness payments, ensuring that SSP is not paid beyond 28 weeks and that the employee has the necessary documentation to claim extended sickness entitlement from the government
* Send the P46, P45 and RTI files to HMRC electronically via the payroll software.
* Liaise with HMRC, DWP and other appropriate third parties to resolve any queries they may have
* With support, be able to run the payroll function in the absence of the Group Payroll Manager
* Ensure accurate entry of information relating to employee benefits onto Payroll system
* Deal with pay queries, taking time to understand the issue and liaise with relevant parties in order to rectify the problem.
* Additional Ad Hoc administration duties

**Compliance**

* Distribute P60s and P11Ds within required deadline
* Input up to date tax code information onto Payroll system

**Monthly Procedures**

* When required assist in the monthly reconciliation of PAYE payments and completion of supporting spreadsheet
* Upload BACS reports and provide costing data to Finance department in a timely manner
* Assist the Group Payroll Manager with ensuring compliance with Auto Enrolment process and procedures

**Qualities you will possess**

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

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

* Good PC Skills including intermediate Microsoft Office
* An understanding of the functionality of payroll software
* Knowledge of iTrent software is desirable but not essential
* Ability to produce reports of a high standard
* Excellent organisational and time management skills with the ability to cope with peak workloads
* Logical with the ability to analyse information
* Excellent numerical skills with a very good eye for detail
* Proven experience of using systems and high-volume data entry