

**GOODWOOD**

**The Role**

The **Group Payroll and Benefits Administrator** will be part of Payroll and report to the Group Head of 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 Administrator 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**

* To work closely with the P&D Co-ordinator to ensure all payroll administration has been accurately checked and entered onto the system
* Undertake relevant calculations for new starters, leavers and amendments on our iTrent payroll software
* On notification of maternity/paternity leave, check accuracy of information received and calculate and input onto payroll system
* Monitor SSP, SMP and other payments in line with current legislation
* Manual payroll calculations that include pension, overpayments and tax
* Deal with employee queries – both written and verbal – taking the time to understand the issue and liaise with the relevant parties to rectify the issue
* Liaising with current and prospective companies to secure employee benefits and discounts, and communicating any updates on this to staff

**Compliance**

* Act on any court orders in a timely fashion
* Liaise with HMRC, DWP and other appropriate third parties to resolve any queries they may have
* Distribute Payslips, P60s and P11Ds within required deadlines
* Input up to date tax code information onto Payroll system

**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?**

* Knowledge and understanding of payroll and other related legislation is desirable (including tax, NI and GDPR)
* Confident with the use of Microsoft Office, particularly Excel and Word
* Good verbal and written communication skills
* Excellent numerical skills with a very good eye for detail
* Excellent organisation and time management skills, with the ability to cope with peak workloads
* Ability to produce reports of a high standard
* Proven experience of using systems and high-volume data entry