



Payroll Manager

If you are driven and passionate about delivering outstanding services, Elegant Resorts and Clarity Travel Management have great opportunities for you to make a real difference within a fast-growing, forward-thinking, award-winning Global Company.

We are looking for an enthusiastic, proactive, organised and self-motivated individual who has the drive to succeed in developing and refining the Payroll programme within the Business.

The Role: -

This role will have responsibility for end-to-end multiple payrolls for 800 employees across the UK and Ireland.

- Responsible for monthly inputting including processing starters and leavers, RTI and auto-enrolment and ensuring that relevant documentation is produced e.g. P45/P60.
- Excellent planning and organisational skills, can work to deadlines without sacrificing quality, providing excellent accuracy and attention to detail.
- Confident and tenacious without being too pushy.
- Excellent interpersonal, verbal and written communication skills are essential.

This is essentially a stand-alone payroll role but you will be supported by the HR Team on site.

Previous Experience: -

You will ideally have previous experience in a similar role, and will possess the following skills in:

- Maintain the payroll function effectively and ensure that KPIs and deadlines are met in a timely and efficient manner.
- Implement robust processes and procedures to ensure that authorisation levels are in place, payroll is processed accurately and compliantly.
- Ensure that monthly reconciliation is accurate and delivered on time.
- Ensure that monthly payments are made to external stakeholders on time e.g. HMRC, benefits providers.
- Ensure all payroll information and records are maintained in accordance with all HMRC and Statutory requirements.
- Act as the first point of query for employees or managers for pay queries
- Liaise with external parties e.g HMRC providing information as and when requested.
- Build and maintain strong relationships with the Finance, IT HR, Managers and other internal stakeholders in the payroll process and external parties such as the payroll provider.
- Identify opportunities to improve the payroll process.
- Produce monthly and ad hoc statistics and reports on the payroll.
- Support all internal and external audits.
- Proactively keep up to date with payroll regulations and communicate guidance to Finance and HR on impacts to pay, tax, national insurance, pension and other voluntary deductions.
- Provide support to the HR team with year-end procedures, benefits renewals and other payroll related projects as and when required.

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Technical Skills:-

We are also looking for the following technical skills:-

- CIPP qualification or equivalent - **Essential**
- Previous experience of payroll management within a large business - **Essential**
- Knowledge and experience of payroll calculation, statutory payments and deductions, processing and applicable legislation - **Essential**
- Ability to manually check payroll calculations - **Essential**
- Numerate and analytical with a thorough understanding of using relevant payroll applications- **Essential**
- Proficient in Microsoft Office – especially Microsoft Excel - **Essential**
- Previous experience of Irish payroll and legislation - **Desirable**
- SAGE 50 or SnowdropKCS knowledge - **Desirable**

Salary will be dependent upon experience and discussed at interview

Applications will be closed on the 10th February 2017

Please send a CV and covering letter to Sarah Sibeon, HR Officer, at Elegant Resorts, Elegant House, Sandpiper Way, Chester Business Park, Chester, CH4 9QE.