



WE NEED YOU

WE'RE LOOKING FOR

Payroll Manager

LOCATION:
Hertford

WORKING HOURS:
Monday to Friday 9am - 5.30pm

SALARY/DAY RATE:
Up to £50,000 per annum

OTHER BENEFITS:
Accelerator Bonus, Life Assurance, PerkBox Discounts, Aviva Pension, Samsung/HP Discounts, Company Sick Pay.

CONTACT TYPE:
Permanent

REPORTING IN TO: Finance Director

WE'RE LOOKING FOR A PAYROLL MANAGER

This role offers a pivotal opportunity to ensure the smooth running of our payroll and payments reporting function. You'll oversee the entire payroll process for all Group companies, guaranteeing timely and accurate payments to our employees. Your focus will be on meticulous attention to detail and ensuring compliance with all relevant regulations. You will manage a team of 4 people that prepare monthly payrolls, weekly expenses and oversee accounts payable and all payments made across the Group companies.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

PAYROLL PROCESSING & REPORTING

- Overseeing and reviewing the monthly payroll process across all Group companies, ensuring timely and accurate payments (both UK and ROI payrolls).
- Ensure budget holder approval of all payrolls before finalisation.
- Ensuring the completion of all submissions to HMRC, ROS, and Aviva, adhering to relevant deadlines.
- Leading the weekly expense process for efficient expense management.
- Overseeing accounts payable,
- Preparing monthly P&L and balance sheet reconciliations related to payroll and expenses.
- Preparing and posting accurate monthly payroll journals for all companies.
- Managing the preparation and posting of weekly expense journals.
- Calculating and recording monthly tactical pay accruals.
- Overseeing daily Treasury management and bank reconciliations.
- Preparing daily/weekly/monthly/annual cash flow reports.

COMPLIANCE AND AUDIT

- Serving as a key liaison with the pension providers, guaranteeing timely monthly submissions.
- Overseeing the completion of ROS submissions for both payroll and expenses.
- Preparing and submitting annual P11Ds and PSAs within deadlines.
- Assisting with the annual audit process and tax compliance.
- Maintaining a system for timely HMRC submissions, including PSA, P11D, Corporation Tax payments, and PAYE/NI payments.
- Staying up to date on legislative changes and implementing them within the payroll and payments processes.

OTHER RESPONSIBILITIES

- Manage and lead a team of 4.
- Serving as the payroll superuser on the iTrent payroll system.
- Continuously evaluating and identifying improvements in the efficiency of payroll and payments processes.
- Documenting and maintaining up-to-date procedures for the team.
- Acting as a point of contact for key business stakeholders and providing support to the wider finance team.

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You'll be willing to embrace, live and embed our ETHIC values: Excellence, Together, Heart, Integrity, & Curiosity.
- You'll have the ability to support and develop team members, preferably with previous people management experience.
- You'll have the ability to review and improve financial processes and continually improve how we operate.
- You'll be confident in communicating with Senior Stakeholders and Clients.
- You'll have experience with the payroll process for multiple companies, which is a must.
- You'll have knowledge of payroll legislation and regulations.
- You'll have experience with iTrent or similar payroll systems.
- You'll be ACCA or similarly qualified.

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

