



JOB DESCRIPTION

JOB TITLE: Payroll Assistant (fixed-term for 1 year)
DEPARTMENT: HR & Payroll
REPORTS TO: Payroll Manager / Reward Specialist
LOCATION: Molineux Stadium with travel to other campuses as directed (own car required)
HOURS: 37.5 hours
DATE: February 2020

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK and, also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward to 2019, where an incredible two seasons at Molineux has seen Wolves clinch the Sky Bet Championship trophy with 99 points, followed by a seventh-place finish in the Premier League, which included memorable wins over Manchester United, Tottenham Hotspur, Chelsea and Arsenal. But at Wolves it is all about what we will do, not what we have done.

We don't simply look to the future, we seize it.

We take seriously our commitment to the safeguarding of children and vulnerable adults.

Job purpose

This is an exciting opportunity to join the current team at Wolves Football Club to complement the payroll offering for both playing and non-playing employees.

This role assists with the increasing demand of permanent and match-day payroll within a busy and friendly environment. The successful candidate will advise managers and help them to provide the right information at the right time.

Key responsibilities

- To ensure accurate and timely processing of payroll. From import/data input through to final payment for match day and permanent employees.
- Assist with month end requirements. This will include RTI submissions, Apprentice levy, pension reports and in house reports as required.
- Ensuring payroll reconciliations/analysis are completed.
- To assist with production of annual P60 and P11D's.
- Assisting with other annual requirements as necessary (GPG reporting, budget process, salary review, NLW/NMW).
- Support the review and improvement of payroll processes.
- Support with new payroll system implementation.



General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Key relationships

- Reporting into the Payroll Manager and Reward Specialist
- Liaising with managers to ensure payroll data is received on time
- Effective communication with external auditors and HMRC as required
- Ability to liaise with employees and managers to assist with any queries
- Payroll and HR team – contribute to the smooth and efficient running of the department

Scope of job

- The Club currently employees approximately 900 employees and workers (combined permanent and casual staff) split between 2 monthly payrolls
- Payroll includes all playing and non-playing staff, dual role employees, global employees and match-day employees
- Build up information is recorded mainly on spreadsheets and then imported or input directly onto the payroll system.
- Forthcoming projects will include moving to an e-payslips system and streamlining processes
- Potential implementation of a new system

Person Specification

Payroll Assistant

Knowledge

Essential

- Proven knowledge/experience of all payroll processes
- Strong and up to date compliance knowledge
- Sound knowledge of BIK for P11D year-end requirements
- Ability to process starters and leavers, including termination payments
- Calculation of SSP, SMP, SPP
- Auto enrolment processes
- Ensuring all payroll reports are generated and filed electronically to HMRC

Desirable

- Experience of importing data
- Knowledge of global employees/payroll
- Experience using IRIS and Team Spirit would be advantageous



Technical/work-based skills

Essential

- High level of competence in software/IT packages
- Strong maths and numeracy skills
- Strong MS Excel, Word and Outlook skills

Desirable

- Experience of new system implementation processes
- Knowledge of multiple Payroll systems
- Use of Monday.com or other project software

General skills and attributes

Essential

- Excellent attention to detail
- High regard for accuracy
- Ability to work efficiently within a small team and prioritise tasks
- Flexible and adaptable approach to work
- Confident and friendly personality
- Appreciation of the importance of team work
- Ability to work under pressure and to tight deadlines
- Progressive approach to Payroll with an ability to seek out and implement improvements to current practices
- Ability to use own initiative when resolving issues and assist the team where possible
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club
- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice

Experience

Essential

- Proven experience in all aspects of payroll processing and compliance
- Significant knowledge of the whole end to end payroll process which includes collating data, data input, processing year end, understanding of tax and NI rules both in conducting system and manual calculations
- An ability to ensure effective and efficient workflow to meet deadlines
- Experience of working in a fast-paced environment

Desirable

- Experience of implementing new systems
- Experience of working in football

Qualifications:

Essential

- Minimum 5 GCSEs or equivalent, grades A-C (must include Maths and English)
- Strong numeracy skills
- High level of IT literacy and/or qualification
- Clean driving licence and own car required

Desirable

- Professional payroll qualification (CIPP or equivalent)