

Group Payroll Manager

The Package / Benefits / Opportunities

- Competitive Salary from £28k+
- 28 days holiday each year, including bank holidays. This will increase with length of service.
- Meals on duty
- Discounts across the group
- Opportunities to progress and develop.
- Based In Imperial Crown Hotel Halifax

The Role:

Adham Hotels Group is seeking an experienced Payroll Manager to join their head office team based in Imperial Crown Halifax. This is a fantastic opportunity for an experienced Payroll Manager looking for a new role in growing company.

The Role

Reporting to the Head of Finance, the Payroll Manager will be responsible for overseeing all aspects of payroll processing, ensuring accuracy, compliance, and efficiency so every employee gets paid correctly and in a timely manner.

This role requires strong analytical skills, a deep understanding of payroll principles, and exceptional attention to detail. The ideal candidate will have a strong background in payroll administration and excellent communication skills.

KEY RESPONSIBILITIES:

- Payroll Processing
- Execute end-to-end payroll processing.
- Ensure all payroll changes in salaries and troncs are up to date.
- Prepare and analyse troncs notes and spreadsheets.
- Assist with end of payroll reporting.

Reporting and Analysis

- Ensure rotas are completed on a weekly basis and help prepare weekly staff costs reports.
- Reconcile monthly payroll to weekly rotas, providing analysis behind the variances to the Finance Team for monthly management reporting.

- Report to management on payroll issues and changes.
- Prepare and maintain monthly tronc reports.
- Prepare and maintain staff payroll advances tracker.
- Liaise with HR and Operations teams regarding any ad hoc payroll changes and deductions.

Audit and Reconciliation

- Work with the Head of Finance to first design and implement, then conduct regular internal audits to ensure accuracy in payroll records.
- Reconcile discrepancies and collaborate with relevant departments to resolve issues promptly.
- Reconcile payroll and PAYE balance sheet accounts to payroll records monthly.

Compliance Management

- Ensure statutory payments are processed correctly and compliance with all payroll tax regulations.
- Stay up to date on payroll and tax law changes.
- Help implement the new tronc legislation policy and assist with monthly reports and queries from employees.
- Assist with preparation of P11Ds.
- Assist with HMRC queries.
- Update NMW/NLW yearly rate increases.

Communication and Support

- Serve as the key point of contact for payroll-related queries from employees.
- Offer managers guidance and assistance in understanding payroll policies and procedures.
- Main point of contact for our HR and Payroll Systems Sage