



GOODWOOD

The Role

Payroll Assistant Apprentice – Administrator within the Payroll team, reporting to the Group Payroll Supervisor.

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

Always be inspired by Goodwood's heritage

Daring Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things even better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

To support the Group Payroll Manager and Group Payroll Supervisor in delivering a high quality payroll service, providing timely and accurate pay to employees within the Group in accordance with agreed policies and procedures, contracts of employment and statutory legislation.

To work proactively as a member of the Payroll team to provide a full administrative service, including inputting a high volume of starters onto the Payroll system, filing, and dealing with queries and correspondence, emails and incoming and outgoing mail.

Key responsibilities

PAYROLL INPUTTING

- Accurately process and file casual starter forms
- Liaise with Managers regarding queries on paperwork received from across the business in a timely manner to ensure that any issues are resolved in time to include in the current payroll run

- Ensure that correct paperwork is received and chase any missing forms
- Check absence forms to establish whether Company Sick Pay or Statutory Sick Pay is due
- Contact Goodwood benefits provider to request personalised pension forms for staff eligible to join the Company scheme, send these forms to employees; update the payroll system once returned

QUERIES

- Deal with basic payroll queries and resolving where possible
- Provide copies of paperwork such as Payslips, P45's, P60's, P11D's and Statement of Earnings
- Maintain payroll email inbox to ensure that all emails are responded to on a timely basis
- Provide employee numbers for the ePay payroll system; set up all starter; remove leavers from the database on a monthly basis

FILING

- Maintain the current filing system, including archiving at the end of the year
- Keep casual records up-to-date; file casual starters; remove casual leavers throughout the month
- File the monthly payroll paperwork following each monthly payroll run

GENERAL

- Build proactive relationships with key Departmental Managers
- Develop a broad understanding of the payroll so as to be able to identify potential issues
- Assist Group Payroll Supervisor as required
- Carry out any duties as may be reasonably expected within the scope and responsibilities of this role.

Qualities you will possess	
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| • Passion for what you do | • Take responsibility for yourself |
| • Positive and friendly with a “can do attitude” | • Confident to make decisions and to stand by them |
| • Attention to detail | • Good negotiation and influencing skills |
| • Ability to prioritise and organise | • Excellent communicator |
| • Proactive | • A sense of fun! |

What do you need to be successful?

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| • Great attention to detail |
| • Keen to learn in a fun and growing team |
| • Knowledge and understanding of Microsoft Office – Excel, Outlook and Word |

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	1
Communication & Trust	1
Taking Personal Responsibility	1
Encouraging Excellence & Commercial Success	1
Working Together	2