

Role	Payroll, Pensions & Accounts Administrator
Reporting to	Group Financial Controller
Salary	£23,000 to £26,000 per annum (dependent on experience)

Seafood Pub Company - 'Only the Best'

Why Seafood Pub Company?

At Seafood Pub Company, we deliver only the best in food, drink accommodation and service. Everything we do is underpinned by our love of people. We are genuine, passionate people and only work with like-minded souls.

Running pubs is challenging and our company values people with a great work ethic and commitment, and who want to be the best at what they do. In return we have no limits or barriers to progression, we are always on the lookout for talent, and love to develop people, offering rewards and incentives to recognise those who go the extra mile.

Could you play a role in the future of Seafood Pub Company? After a period of business growth, we have an exciting opportunity for a Payroll, Pensions and Accounts Administrator to join our friendly Head Office team.

Joining a busy, fast paced and dynamic environment, in this role you will have the opportunity to gain exposure to a wide range of function's and, acquire a broad knowledge across different areas including Finance, HR and Hospitality.

If you're not just looking for another job, but the start of a fabulous career, and you think you have the skills to excel within this position, then we want to hear from you!

In the role of Payroll, Pensions and Accounts Administrator, you will:

Payroll & Pensions

- Take ownership of the group's payroll function, including liaising with the groups third-party payroll outsourcer
- Become the first point of contact for managers at each of our sites, ensuring submissions are accurate and queries are dealt with in a timely manner.
- Verify the accuracy of payroll reports for around 400 employees each month
- Be responsible for the submission and reconciliation of all pension data to the groups pension provider
- Provide support & assistance to all staff with day to day pay and pension matters
- Guide employees in using the online hospitality portal and ensuring optimal use
- Update systems, ensuring continual improvement and accurate employee information
- Production of payroll management information for the group's management team on a timely basis

- Ensure full compliance across the payroll and pensions function

Finance

- Support the Purchase Ledger Manager with all aspects of the purchase ledger function including, purchase invoice processing/bulk uploads, supplier statement reconciliation and query resolution
- To assist with bank account postings and bank reconciliations

Administration

- Assist in issuing contracts and appropriate information to new starters
- Ensure all deadlines are met for all monthly and annual submission and returns
- Any ad-hoc duties as required by the Group Financial Controller or Directors

What you'll need is:

To be considered for this role you must have previous experience in a payroll and pensions role, with a good understanding of UK PAYE legislation.

You'll be adaptable to the fast-paced industry that is hospitality, whilst demonstrating reliability, flexibility, and readiness to take on new challenges as they arise. We are keen to hear from energetic and enthusiastic candidates who show a passion for continual learning and development in their area of expertise.

What do we offer?

In reward for your skills and commitment you'll receive the opportunity to learn and develop as the business grows.

We also offer competitive pay, 30 days holiday, 20% off food across all our 11 locations and the chance to join our group pension scheme.

Please forward CV's to Kristy.collinge@seafoodpubcompany.com

SELECTION CRITERIA

ROLE: Payroll, Pensions and Accounts Administrator

ATTRIBUTES	CRITERIA	ESSENTIAL OR DESIRABLE (E/D)	METHOD OF ASSESSMENT
Education, Qualifications & Training	GCSE or equivalent Grade C or above in Maths and English	E	CV/Application
	CIPP Qualification or Equivalent	D	CV/Application
Skills, Experience & Knowledge	Ability to create, streamline and document, rigorous payroll and pension processes and procedures to ensure accuracy and compliance	E	Interview
	UK PAYE legislation and ability to calculate pay and deductions including overpayments, maternity, sickness, TAX & NI	E	Skills Test
	Experience of processing multiple Court Orders and other attachment orders	E	CV/Application
	Complex holiday calculations including irregular hourly paid staff	E	Skills Test
	Knowledge of and understanding of pension rules and regulations	E	CV/Application
	Systems knowledge, Polaris Hospitality Software and Sage 200	D	CV/Application
	Proficiency with Microsoft Office, Excel & Outlook	E	CV/Application
	Understanding of different contractual terms and conditions and relating pay and statutory entitlements	E	Interview
Personal Qualities	Proactive problem solver with the ability to use own initiative and make decisions	E	Interview
	Attention to detail and high level of accuracy	E	CV/Application
	Ability to manage own workload and prioritise	E	Interview
	Passion for customer service	E	Interview
	Excellent written and oral skills	E	Interview
	A commitment to CPD, keeping up to date with current and changing payroll, pension and employment legislation	E	Interview
	Commitment to the continual improvement of the businesses Head Office functions	E	Interview