

# PAYROLL & PEOPLE ADMINISTRATOR

To support the smooth functioning of payroll and ensure compliancy of People & Culture



## Main objectives

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To run an efficient and accurate weekly payroll

To support the onboarding and offboarding of employees

To maintain GDPR compliance

To have a can do, infectious positive attitude which resonates throughout the business.

To work collaboratively with the Store Managers and Central Team to develop best practice.

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## Key performance indicators

- Accurate payroll & reporting
- Accurate HR reporting
- HR compliance & documentation
- GDPR compliance & audits
- Strict confidentiality and professionalism upheld at all times

## The job involves

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### Payroll

- Work with the Finance team to deliver payroll services accurately and on time
- Monitor and report on sickness, holiday, and statutory leave
- Ensure full HMRC compliance
- Produce a weekly payroll spreadsheet
- Maintain pension compliance

### People & Culture

- Support onboarding by issuing contracts and new starter documents, ensuring all paperwork is received before start dates
- Create and maintain accurate employee files
- Support managers with the induction process
- Assist with the offboarding process
- Maintain accurate holiday records and accrual calculations, providing regular reports as required.
- Keep sickness records accurate and up to date, and report on them regularly.
- Keep training records accurate and report upon them regularly
- Help maintain the employee handbook and other key documents
- Maintain GDPR records and update filing systems monthly
- Act as a note taker in meetings when required

### Values and Strengths

- High level of confidentiality and professionalism
- Excellent communication and interpersonal skills
- Strong organisational skills with the ability to prioritise and manage multiple tasks
- Able to work effectively on own initiative
- Exceptional attention to detail
- Strong IT skills, particularly in Word and Excel
- Professional and articulate written communication
- Proactive and capable problem solver
- Payroll experience (preferably using Sage)
- Commitment to maintaining a supportive and inclusive

## What we expect

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- Flexibility to meet business needs
- Availability to work Monday & Tuesday and Friday
- Professional appearance, aligned with Better Food
- Leading by example and holding the team accountable to shared standards.
- Understanding and living our purpose, vision and values.
- To understand and respect the confidentiality of the role

## What we offer

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- A values-led workplace that genuinely cares about community and sustainability.
- The opportunity to work flexibly within the set days of Monday Tuesday & Friday
- Staff discount on our range of organic and local food.
- Yearly Volunteer day
- A supportive team and opportunities for growth and development.