



<b>JOB DESCRIPTION</b>			
<b>Job title:</b>	Payroll Administrator	<b>Contractual status:</b>	Permanent
<b>Hours of work:</b>	37.5 hours per week: Monday to Friday 8.30am until 4.30pm	<b>Salary:</b>	£Competitive
<b>Location:</b>	Turf Moor, Harry Potts Way, Burnley, BB10 4BX	<b>Reporting to:</b>	Finance Director

<b>Job Summary:</b>
Prepare the Club's payroll and assist with ad hoc accounts duties.
<b>Roles and Responsibilities:</b>
<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• Set up new starters, including carrying out manual calculation of salaries.</li> <li>• Process leavers, calculate holiday pay and termination payments.</li> <li>• Respond to employees on pay related queries following specific procedures via telephone and email.</li> <li>• Prepare and submit annual reports.</li> <li>• Ensure records are up to date.</li> </ul> <p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>• Provide generalist Accounts cover including bank reconciliations, sales ledger and purchase ledger (training can be given).</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To be able to work flexible hours where the role of the job requires.</li> <li>• Comply with all Club policies.</li> <li>• Promote the Burnley FC brand and ethos in a professional, strong, and positive manner.</li> <li>• Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.</li> <li>• Hold a commitment to equality and diversity in the workplace.</li> <li>• Willingness to attend training courses to enhance own professional development.</li> <li>• Always demonstrate the Club's values.</li> <li>• This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.</li> </ul>



<b>PERSON SPECIFICATION</b>		
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience administrating payroll.</li> <li>• Strong working knowledge of payroll compliance.</li> <li>• The ability to work in a fast paced and busy environment.</li> <li>• High attention to detail.</li> <li>• Time management skills to be able to plan and regulate workload including the ability to prioritise demands.</li> <li>• Good communication skills, both written and verbal.</li> <li>• Excellent IT skills including experience of working with payroll IT systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of SAGE 200.</li> <li>• Experience of working in a business with 500+ employees.</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Ability to work within a team and foster good working relationships.</li> <li>• A calm, friendly, positive 'can do' and courteous attitude.</li> <li>• A commitment to the aims, vision, and values of Burnley FC.</li> <li>• Highly motivated, determined, and conscientious.</li> <li>• An organised and efficient approach to work.</li> <li>• Flexible, helpful, and responsive.</li> </ul>	<ul style="list-style-type: none"> <li>• A positive attitude towards professional development and their own learning.</li> </ul>