

# United Kingdom Jobs Expertini®

## Payroll Officer

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Company: Sweaty Betty

Location: United Kingdom

Category: other-general

At Sweaty Betty, we're more than just a global activewear and lifestyle brand for women. We're also a community that believes fitness is a flip-the-switch trigger for becoming the woman you want to be. Leggings and sports bras won't change the world on their own. But with a grab-my-hand, let's-go-for-it-now spirit, the women who wear them can. As a Payroll Officer joining the SB team, you will be the first point of contact for Payroll and Pension queries. Partnering with the wider Finance and People team, you will play a key role in ensuring that the expectations of our teams across Retail Stores, Customer Care and Support Office are always met when it comes to all manner of queries. You will be a highly motivated and enthusiastic individual, ready to roll up your sleeves and support in the running of the full payroll cycle, never afraid to suggest new ways of doing things to make the process super slick! The role can be offered as a hybrid (Kings Place, 90 York Way, London N1 9AG) or remote. SB Values: · We Really Care · First, Best, Bravest · Our Strength is in Each Other · Stand Up, Speak Up, Shout Out Your SB Journey: Payroll Support in the processing of the end-to-end payroll, including managing payroll changes, changing tax codes, preparing payment files for submission and ensuring that all payroll deadlines are met. Work with the People Team to verify payroll data for compliance and accuracy. Act as the first point of contact for all payroll-related queries and resolve any discrepancies. Processing and reviewing the Ireland payroll on a monthly basis, including all starters, leavers, changes, calculation of supplementary pay and reporting to finance. Ensure overtime and bonus payments are approved and correctly calculated. Manage the Payroll inbox, which involves liaising with Store / Concession Managers and employees.

from around the wider business Maintaining corporate procedures and statutory obligations and assisting the Senior Payroll Manager in reviewing and auditing payroll submissions Partner closely with third-party providers on local regulations around Payroll, Taxes and National Insurance Perform control checks for audit/reporting and timely completion of information for ongoing Internal and External audits Improve processes and drive requirements for additional improvements to eliminate manual processes, which might also involve partnering with other regions across the business Benefits Support wider Payroll team with benefits administration and reporting Data / Reporting Post-commit payroll reports ADHOC Reporting System and Data cleansing Knowledge of working on ADP Payroll system – ideally I HCM and Realtime Expert Excel user A retail background is preferable Excellent numeracy and literacy skills Excellent communication skills, both written and oral Consistently driving high levels of operational excellence Ability to work well within a team and independently Ability to work to stringent deadlines Personable approach but resilient when required Keen attention to detail and maintain high accuracy throughout Flexible and adaptable to changing business demands Good time management and organisational skills Act with integrity when dealing with confidential information The Extras Generous clothing allowance Excellent training & development opportunities Quarterly bonuses 60% off all Sweaty Betty merchandise 25 days holiday (pro-rated if working part-time) Refer a Friend bonus scheme Season Ticket Loan Access to Retail Trust – advice & support too Dedicated budget to attend fitness classes (per store) Access to Sample sales Health Cash Plan benefit with Medicash available to all Sweaty Betty UK Employees (Following successfully passing probation) Enhanced Family Leave policy Cycle to work & Buzz bike scheme Our D&I Commitment We are working to create a culture and team that represents our empowerment mission. We want to celebrate our diversity, embody inclusion and create an equitable business. This means doing more and working harder to make the long-lasting changes necessary. We care about our people, our community and our world. We want to stand up for what we believe in and give our people a platform to use their voices. To actively listen and learn from what they have to say. This involves focusing on learning, development and progression across the business and being clear on the responsibilities we hold to each other and to our community. It also means being committed to equal employment opportunities. Ensuring we consider ALL applicants for jobs and working harder to make our job advertising more inclusive. Our DEI mission is to embed diversity, equity and inclusion at the heart of our business. To create a culture of belonging that empowers

everyone to be their best authentic self. We commit to celebrating different perspectives and to continuously learning, developing and challenging ourselves and our partners. We know we're on a journey. And far from perfect. But we want to be a part of the solution to the problem. It might not be comfortable or straightforward. But if we weren't up for doing the hard work and breaking the mould, we wouldn't be Sweaty Betty. We are committed to working across our business and with our DEI Committee & DEI Collective to be champions, allies and inclusive, always. Because when we say all, we mean it.

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