



Job Description

Payroll Administrator – 6 months fixed term

Working with us

At Red Mist Leisure we want to deliver the best for our customers and continually exceed their expectations. We firmly believe in local, fresh and seasonal produce and we take great pride in our food and service.

We recognise that customers have a choice where they spend their dining income, but by offering consistently great dining experiences and continually exceeding their expectations, we will thereby retain and expand our customer base through the strength of our reputation and become first choice in our customer's eyes.

Overall Objective

You will be part of the finance team, taking responsibility of all payroll and labour related duties as well as assisting day to day in the accounts administrative needs.

This is a new role created to cover maternity leave. There may be the opportunity for the fixed term to be extended, however, we cannot guarantee this at this stage. The ideal person will have a passion for accounts and will have previous experience in a payroll role, although support and training will of course be provided.

The role would ideally be 9am to 5.30pm, Monday to Friday. However, we are open to discuss flexibility around the hours of this role to suit the right person. Communication is also key in this role and you must be comfortable to speak with suppliers and staff on the phone.

Your role

- Collate & report weekly labour spend at 10 sites
- Manage holiday accruals, tronc system & payments for 200+ staff
- Process & report all monthly salaries in Sage payroll
- Produce all payroll tax documentation, Payslips, P45's, P60's & P11D's
- Report all labour spend in Sage 200
- Reconcile all ledgers relating to payroll
- Manage apprenticeship scheme & levy payments
- Manage staff shorthold lease rent payments & deposits
- Oversee & manage staff onboarding documentation with recruitment team

What we are looking for

- You will have a passion for accountancy
- Honest, dedicated and hard-working
- Ability to manage your own time
- Excellent attention to detail with a passion for organising information
- Proficient in IT with a full understanding of spreadsheets, word processing and social media
- You must be a fun person with a good sense of humour and have strong communication skills, being able to interact with suppliers and colleagues

Our support to you

- Support, training and development to improve your competency and skills in the role and to aid towards progression opportunities in the future
- Competitive salary
- £500 when you recommend a friend or family member
- 25% discount on food and drink in all Red Mist Leisure pubs for up to 4 people
- Access to Perkbox, offering staff discounts on high street brands
- Be part of our charity days and events
- 4% Pension contribution