



JOB PURPOSE

PS4payroll Bureau Executive

Company Background

Catton Hospitality, established in 2010, is a group of leisure-based businesses including software, consultancy & training. We also operate three pub restaurants. Our purpose is to improve productivity within the hospitality sector, using software and consultancy. Our flagship software, S4Labour, was created in 2012 in response to requests from hospitality clients for an efficient labour scheduling tool and is used to optimise labour scheduling and management.

Our aims are to:

- Provide our clients with ever superior customer service
- Understand better our clients' labour costs
- Improve their profitability and labour productivity
- Supporting our customer in improving their service

S4 was 'built by operators, for operators' and is one of our unique selling points

Given labour can account for +30% of operational costs in hospitality, there is a clear need for a tool that matches labour supply with demand and is easy for operators to use and interpret.

We are providing an easy to use, intuitive system which helps people run their business better. We are a people business.

S4Labour is now deployed in over 1,000 UK sites and receiving fantastic customer feedback

We also have an experienced team of consultants who have worked in the industry for most of their professional careers (our CEO is also a qualified beer sommelier and our CTO a trained chef!) so understand our clients' needs.

Catton Hospitality is a small, friendly, exciting and highly ambitious and innovative business. We are expanding rapidly, with an annual growth rate of circa of 50% a year with more new products being developed.

We have highly-driven, enthusiastic and dedicated colleagues, who contribute to a culture focused on customer care, commercialism and credibility.

Our motto is 'positive, professional and have fun whilst working your socks off.'

You will have real accountability and ownership from day one, coupled with a comprehensive induction and training. This is the role today, but we want to know where you can take it in the future. Besides the role we would love to know what else you could bring to our organisation.

If you get excited at the prospect of helping to build a small company while developing yourself and challenging us, then we'd love to hear from you.

PS4payroll Bureau Executive

Job purpose

Working as part of the PS4payroll team to provide daily support to the PS4payroll Bureau Controller.

Role description

External

- Support the PS4payroll Bureau Controller in delivering an end-to-end outsourced payroll bureau service for multiple customers, over numerous PAYE's with varying pay frequencies and volumes.
- Build and maintain customer relationships whilst protecting commercial and procedural requirements
- It goes without saying that we're a small team and everyone mucks in with a positive, enthusiastic attitude.

Internal

- Utilising the S4labour, Bureau Management System (BMS), Star Payroll, pensionsync and PTX BACS systems, manage payroll processing for circa 100 sites on an ongoing basis.
- Responsibility for assigned accounts, delivering a professional customer focused service.
- Collation and import of Fixed and Variable data; namely Starters and Leaver information, employee data updates, rates, hours and other pay elements
- Management and calculation where necessary for AOE, Holiday Pay, SSP, SMP, SPP & ShPP etc.
- HMRC RTI submissions, customer report provision, ePayslip and other document uploads
- Liaising with pension scheme providers to ensure all clients pension arrangements are in order, management of Auto Enrolment, Pension feeds and notices.
- Ensuring processing accuracy targets are maintained
- Completing or assisting with customer migration projects to tight deadlines

Qualifications, experience and knowledge

- 2-4 years payroll experience, ideally in a bureau background
- CIPP qualified would be desirable, however not essential
- Experience running multiple payrolls and looking after own client base
- Knowledge of Star Payroll Professional desirable, however not essential

Beneficial skills, key competencies and personal qualities

- A confident self-starter, with initiative, enthusiasm and drive. Proactive in approach.
- Creative, hardworking and resourceful
- Great planning, prioritising and organisational skills
- Diligent and meticulous
- The ability to thrive under pressure
- Keen to learn and improve.
- Friendly, helpful, with a desire to deliver excellent customer service
- Competent IT skills (MS Office), high level of numeracy
- Excellent verbal and written communication skills
- Commercial approach
- Interest in the hospitality business
- Team player
- Full clean driving licence

Department and Location:

PS4payroll Bureau team based at our Banbury office with occasional travel to our clients' sites

Working Hours: Flexible Working (In line with Payroll processing requirements)

Reporting to: PS4payroll Bureau Controller

Direct reports: None

Remuneration

- Competitive basic salary, commensurate with experience
- Opportunity to join Catton share scheme after one-year service*
- 25 days holiday plus bank holidays
- Private personal Healthcare *
- Life Assurance (1x salary) *
- Office based role
- 1 months' notice period

*qualifying period and other criteria applies

Other benefits

- Rewards and incentives
- Staff functions and events
- Free parking on site
- Friendly working environment
- Regular training and development