

<b>POSITION:</b>	Payroll Administrator
<b>REPORTS TO:</b>	Group Payroll Manager/ Payroll Project & Benefits Manager
<b>LOCATION:</b>	Woking
<b>HOURS:</b>	Full time, 40 hours per week
<b>SALARY:</b>	£25K Per Annum

Trafalgar Entertainment is a premium international live entertainment business focused on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatre, Theatre Royal Sydney, Olympia Theatre, HQ Theatres and Hospitality, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, London Theatre Direct, Luke Shires Marketing, Jonathan Church Theatre Productions, Chiswick Cinema and More2Screen.

As a key member of the Payroll team, the Payroll Administrator will be responsible for entering Group payroll information into the central system for processing in a timely and accurate manner. You will create and maintain employee payroll records and calculate wages and applicable deductions based on employee attendance and records. You will also issue earning summaries and compile payroll reports.

**Key Responsibilities:**

- Process payroll for various companies every pay period
- Maintain payroll processing system and records by gathering, calculating, and inputting data
- Answer staff questions about wages, deductions, attendance, and time records
- Update records in iTrent as and when required
- Adheres to payroll policies and procedures and complies with relevant legislation
- Identifies, investigates, and resolves discrepancies in timesheet and payroll records
- Honour confidentiality of employees' pay records
- Compile payroll reports for record-keeping purposes or key stakeholder review
- Build and maintain key stakeholder relationships to ensure clear communication and dissemination of information
- Any ad hoc duties as and when required

**Experience & skills required:**

- Excellent mathematical skills
- Experience using MHR iTrent system would be desirable
- Knowledge of accounting and bookkeeping
- Strong attention to detail & organisation skills,
- Good written & verbal communication skills
- Capable of working with minimal supervision, and as part of a team

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- Experience working with spreadsheets and payroll systems
- Competent understanding of payroll compliance and legislation knowledge

To submit your application, please submit a CV and cover letter to [recruitment@trafalgarentertainment.com](mailto:recruitment@trafalgarentertainment.com) with the subject line 'Group Payroll Administrator' by Friday, June 11<sup>th</sup>.

Early applications are encouraged as suitable candidates may be invited to attend an interview prior to the closing date.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.