



JOB DESCRIPTION.

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| JOB TITLE | Payroll Assistant |
| REPORTS TO | People Systems & Payroll Manager |
| DEPARTMENT | People and Culture |

BACKGROUND

Shakespeare's Globe is a world-renowned performing arts venue, cultural attraction and education centrally located on the bank of the River Thames in London.

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

The People and Culture Team at Shakespeare's Globe works to deliver an effective and professional people service and to ensure that colleagues at the Globe have an excellent employee experience. The People and Culture Team delivers payroll services and maintains HR systems and processes whilst delivering our People Plan, ensuring that the Globe attracts, retains, and develops a workforce that thrives in an inclusive working environment. Our team is flexible and responsive to the changing needs of the organisation and works collaboratively with colleagues across the Globe to deliver high-impact programmes that champion equity, belonging and positive wellbeing for all our colleagues.

PURPOSE OF JOB

The Payroll Assistant will be responsible for assisting in the accurate and efficient processing of the payroll. This role is key contact person for all payroll related queries for organisation.

PRINCIPAL RESPONSIBILITIES

- Checking and verifying that all payments and deductions are correctly processed on the weekly and monthly payrolls, ensuring mistakes are rectified by the appropriate deadlines.
- Absence and annual leave checking and ensuring managers are following the correct relevant procedures.
- Ensuring payroll deadlines are met, and liaising with key stakeholders to ensure they also meet the deadlines.
- Additional payment processing, ensuring compliance and appropriate record keeping.
- Administering Globe benefits such as cycle to work scheme, season ticket loan, rent deposit loan, life assurance, and other salary sacrifice schemes.
- Work closely with the People System and Payroll Manager to ensure that payroll policies are up to date, fit for purpose and compliant.
- Adhering to payroll policies, procedures and legal compliance.
- Ensuring payrolls are signed off and processed through BACS.
- Checking new starters that have been inputted the HR & Payroll system.
- Processing and checking leavers once the People Advisors/Assistant have confirmed details.

- Checking salary changes and organisational changes inputted in the HR & Payroll System in line with approval documents.
- Administering the manual Actor payslips process.
- Processing new starters in the correct pension scheme (Aviva, Now, Musicians Union, or Equity)
- Ensuring compliance with auto enrolment and other pensions regulations
- Generating and distributing payroll reports
- Supporting auditing processes
- Support with writing pay related letters or communications.
- Be the first point of contact for employees and workers who have payroll related queries.
- Manage the payroll inbox and respond in a timely, knowledgeable, and friendly manner.
- To write and maintain how-to guides for managers and employees, and hold payroll knowledge sessions for the organisation on payroll related topics.
- Supporting with other tasks as requested by the People & Culture team.
- Complying with GDPR requirements and maintaining confidentiality and care.

PERSON SPECIFICATION

This is an entry level role so no previous payroll experience is required. When considering if this is the right role for you, you may find the following questions helpful:

- Are you an eager individual looking to grow their in-house payroll administration experience?
- Are you detail orientated?
- Do you have a genuine interest in exploring different pay approaches, payroll systems, and benefits?
- Do you enjoy completing administrative tasks and looking for ways to improve processes?
- Are you an innovative and creative problem solver?
- Are you comfortable about meeting tight deadlines?
- Are you interested in developing relationships with different people and supporting their needs?

Embodies these essential Globe ways of working and values

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting and problem solving.
- Influencing and communicating with others.
- Collaborative
- Inclusive
- Innovative
- Accountable

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent / Part-Time

- Hours:** **28 hours** per week exclusive of meal breaks, with Monday and Tuesday being key working days but the remaining hours can be worked flexibly.
- Salary:** **£19,019** per annum (£23,774 per annum FTE)
- Holiday:** You are entitled to 25 days' annual leave as a new starter and your annual leave entitlement will increase with your length of service to a maximum of 28 days per year.
- Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; rental deposit loan; enhanced employer pension contributions after 12 months service.