**Job Title: Payroll Manager**

**Location:** Christchurch, Dorset  
**Department:** Finance  
**Reports to:** Head of Finance  
**Employment Type:** Part-time (4 days)/Full-time

**Role Overview**

We are seeking a highly skilled and detail-oriented **Payroll Manager** to deliver timely and accurate payroll processing across multiple jurisdictions. Working as part of the Finance team and in close partnership with Human Resources, this role is pivotal in supporting the business in managing statutory, legal, tax and contractual requirements, along with the implementation of a new payroll and HRIS system.

**Key Responsibilities**

* **Payroll Operations**
  + Ensure all employees are paid correctly and on time, while maintaining up-to-date compliance with all statutory and internal requirements.
  + Ensure compliance with local, regional and international payroll regulations, tax laws, and reporting requirements.
  + Liaise with external payroll providers and internal stakeholders to ensure data accuracy and timely submissions.
  + Perform all associated pension payments processes impacting monthly payroll.
  + Process and advise on ad-hoc payments and any other off-cycle payments.
  + Keep current on payroll laws and regulations and taxation and adjust processes to ensure compliance as necessary.
* **Global Mobility & Tax Compliance**
  + Oversee payroll implications of international assignments, secondments, and remote working arrangements.
  + Collaborate with HR and tax advisors to manage expatriate tax programs, and local tax compliance on new business opportunities.
  + Collaborate with HR and tax advisors on new and existing payroll benefits to ensure correct tax treatment and understanding underlying total cost.
  + Monitor changes in tax legislation and assess impact on payroll processes.
  + Monitor business travel and related global mobility issues to ensure compliance with international tax requirements.
* **Process Improvement & Governance**
  + Identify and implement process improvements to enhance the efficiency, accuracy, and scalability of payroll operations.
  + Drive payroll-related projects and improvements, including payroll implementations in new countries.
  + Support the implementation of new payroll systems and integration platforms.
  + Ensure that all process documentation is kept up to date.
  + Maintain robust internal controls to mitigate risks and ensure audit readiness.
* **Stakeholder Engagement**
  + Manage relationships with external payroll vendors and service providers.
  + Provide legislative and technical advice on payroll administration and policies and global mobility and associated tax compliance.
  + Work closely with HR and other departments (as applicable) to ensure seamless payroll operations and data integrity.
  + Support finance team with payroll-related journal entries, reconciliations, and reporting.

**Qualifications & Experience**

* Proven experience in managing payroll across multiple countries.
* Strong knowledge of payroll regulations, standards, tax laws and compliance requirements.
* Experience with payroll systems and integrations.
* Professional payroll or tax qualification (e.g., CIPP, ATT, CTA) preferred.
* Excellent analytical, communication, and stakeholder management skills.
* Exceptional attention to detail and accuracy.
* Strong proficiency in MS Office especially Excel.
* Adaptable to changing priorities while effectively managing multiple deadlines and maintaining accuracy.
* Driven to learn and develop skills around legal and tax compliance – locally and internationally.