

SUPERDRY®

FUTURE · CRAFT · CULTURE

PAYROLL ADMINISTRATOR

WHO WE ARE

Superdry is a British, founder-led brand with a truly global presence. We've been proudly creating world-class product for two decades, offering genuine choice to our customers with our curated collections.

Our mission is to be the No. 1 premium sustainable style destination, delivering product that is authentic with unmatched quality and true integrity, much like our people.

We are on an ambitious journey to serve our diverse community through a premium brand that's focused on the future, prioritises sustainability, leads with craft, and celebrates culture. We need talented people to join us on the adventure, is this you?

THE ROLE

Working in the People Team, this role plays a key part in making sure all our employees in the UK working in both stores and head office are paid accurately and on-time every month. Working closely with People Team colleagues and our retail stores, you will have a proactive approach to collecting and processing information with a focus on achieving deadlines.

We are looking for someone with good administration skills ideally within a Payroll/HR environment, but not essential. However, you have the passions to learn and develop in a fast-paced environment

YOU WILL

- Have confidence in working with large volumes of data on a monthly basis from multiple systems
- Proactive approach to collecting and processing information with a focus on achieving deadlines.
- Work as part of UK Payroll team you will contribute to the end to end UK Payroll processing for 5 UK payrolls
- Validate data flow from the HR system to the payroll system ensuring accuracy of all employee data
- Validate time and attendance data flowing into the payroll system
- Calculate and validate all payroll entities
- Support the wider payroll team in payroll processes and report production
- Review and validate payroll results, identifying and explaining variances for final sign off
- Undertake the payroll administration of maternity, paternity, adoption and parental leave to ensure all payments made are accurate
- Provide data as required to the business or external bodies as needed: for example Attachment Orders, DEA, CSA etc
- Accurately process all HMRC notices: for example, P6, P9, SL1 and produce P45's and P60's

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- Ensure all payroll processes are documented, have an audit trail and are available to be audited to ensure the accuracy and integrity of the payroll system/processes
- Ideally a good knowledge of UK payroll and legislation but not essential
- Ideally a good Knowledge of time and attendance system and policies but not essential
- Support payroll related queries

YOU ARE

- Self-Motivated with a 'can do' attitude
- Team Player
- Good communication skills when dealing with internal and external people
- A quick learner and able to pick up using new systems and processes quickly
- Able to manage your own workload in a fast paced and changing environment
- Confident in using MS Office. Excel would be an advantage
- Working to tight deadlines and dealing well under pressure
- Good attention to details
- Able to work in a confidential environment
- Numerate and have a good standard of written English
- Able to understand the importance of data protection and confidentiality

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- 25 days annual leave, plus bank holidays, and an additional day off to celebrate your Birthday. We also offer a holiday buying scheme.
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity, and adoption leave.
- Company Pension scheme.
- All employees are covered by our Life Assurance policy whilst working at Superdry. We feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual salary.
- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online and our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock.
- A health cash plan is open to all employees.
- Private Medical cover - a taxable benefit, which managers are eligible to opt in to.
- Flexible working - to help you achieve that all-important work-life balance.
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential.
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme along with a massive range of local discounts with businesses across Gloucestershire.

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves at work.



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We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.