# INTERNATIONAL PAYROLL MANAGER (MATERNITY COVER – 14 MONTHS)

## 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

## We’re looking for a capable and confident Payroll Manager to join our team, ideally with experience managing payroll across multiple international regions—specifically EMEA, AMER, and APAC. In this role, you’ll be responsible for overseeing payroll operations for our international workforce, working closely with our third-party payroll provider to ensure a seamless, high-quality service.

## A key part of your success will be building strong partnerships with internal teams to support local payroll processes, as well as working collaboratively to resolve any issues as they arise. You’ll also act as the superuser for our time and attendance systems and our excel-based tracking tools, serving as the main point of contact for our external provider and supporting local teams in maintaining system compliance.

## You’ll work closely with external vendors to make sure their services meet Superdry’s operational needs, taking the lead on any system-related matters. Internally, you’ll be the go-to person for payroll-related queries, ensuring other teams have the accurate information and data they need to work effectively and efficiently.

## We're ideally looking for someone with solid international payroll experience. That said, we’re also open to applications from individuals who are ready to take the next step in their payroll career.

## Please note that this is a maternity cover role, with a planned start date at the beginning of September.

## YOU WILL

* Lead, motivate, develop and coach a team which includes regular 1 to 1’s carrying out training to ensure the individuals gain the relevant experience to develop via performance reviews
* Understand EMEA, AMER & APAC payroll processes and legislation enabling the oversight and management of the International Payroll function for these regions
* Assist the Global Payroll Operations Manager in ensuring the groups payroll function is “best in class” and internal frameworks are adhered to and all payroll processes are robust, and the control environment is strong
* Responsibility of management of day-to-day payroll, which includes compiling and checking data from Superdry processing, Co-ordinating Time Sheet data from stores and sending data to third party providers, checking reports and understanding overall variances to be able to summarise and approve payroll processing from the third-party provider to deliver accurate and compliant payroll processing
* Be the main point of contact for the third-party provider and manage day-to-day relationship from Superdry perspective. Escalate any issues, identifying solution and looking at improvements to the service of the provider from both parties
* Document all payroll processes maintaining how-to documents to ensure consistent processes are in place Ensure we are compliant with audit controls ensure all variances are completed, errors are investigated and raised appropriately with the necessary parties to reduce errors in the future.
* Resolve, where possible, and facilitate resolution where for queries as and when they are raised by either employees or managers to ensure that people understand their pay
* Superuser of the Time and Attendance tools and use this knowledge and experience to support Superdry. Use this knowledge to manage the relationship with the third-party provider and be the main contact for Superdry
* Working with internal stakeholders (Finance and Retail) to ensure that they receive all Payroll data that is required for the business month on month
* Take the lead on improvements for the systems, processes, and payroll delivery of the international payroll team with the goal of maximising efficiency and accuracy to ensure high levels of client satisfaction
* Support local teams to ensure all International Payroll processes are consistent

## YOU ARE

## A highly motivated and driven professional, with excellent communication skills and a track record of delivering high levels of customer satisfaction

## Able to build strong relationships with a number of different partners to work in a collaborative environment

## Able to identify issues, look at solutions and offer suggestions independently

## Able to share your knowledge to support local teams in order to maximize efficiency and reduction of errors

## Able to assist in offering and providing payroll data to support wider decision making within Superdry

## Manage and maintain clear and informative communications to all stakeholders

## Highly assertive, interactive and have the ability to work under pressure

## Analytical and an excellent problem solver whilst working to tight deadlines

## Competent with working in a payroll environment and understand of terminology across multiple geographies

## 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.

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.