



# A career in retail

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## Payroll Administrator

Retail is too often considered a preferred option for weekend work. SandpiperCI is looking to challenge the status quo and showcase how retail can offer some of the most amazing longer term career opportunities.

SandpiperCI is an international retail and food service operator with over 80 stores across four countries. We are proud to be a franchise partner with 14 of the world's best brands and to bring great shopping experiences to thousands of customers across the Channel Islands, Spain and Gibraltar.

We look to recruit anyone who has a passion for customer service and has an understanding that they have a direct and vital input into the customers experience.

Apply online at [sandpiperci.pinpointhq.com](http://sandpiperci.pinpointhq.com) or e-mail [careers@sandpiperci.com](mailto:careers@sandpiperci.com)



# Payroll Administrator

Reporting to the Payroll Manager this position serves as a support function to manage part of the Jersey, Guernsey, Isle of Man, Alderney and UK, monthly payroll system. This individual is required to assemble all pertinent data on a monthly basis and ensuring all colleagues are paid accurately and on schedule.

## Key Responsibilities

- \* Checking the accuracy of time sheets, ensuring overtime is calculated correctly and record and input of sickness benefit cheques
- \* Set up new joiners and process leavers
- \* Maintain and keep employee personal information up to date
- \* Produce payslips and distribute to each unit throughout the business on a monthly basis
- \* Process reports as required for Managers
- \* Assist colleagues with any queries or issues relating to pay
- \* Maintain an up to date knowledge of Government legislation in each jurisdiction regarding pay matters

## Knowledge, Skills, Experience

- \* Professional and approachable
- \* Exceptional organisational skills and ability to multitask
- \* Good written, analytical and interpersonal skills
- \* Ability to work on own initiative and prioritise work to meet tight deadlines
- \* A working knowledge of SIGMA Payroll System and People Inc. HR system
- \* Ability to be calm and positive when under pressure to meet deadlines
- \* Computer literate with good knowledge of Microsoft Excel and Word
- \* Communicates and is comfortable with people at all levels both external and internal customers
- \* Is positive and adaptable to change and new ideas