



Payroll Supervisor

Up to £24,000 Staff Discount

Full Time

Head Office, Colne

About the Company

Boundary Mill Stores is a privately-owned, successful retail company with 5 stores across the UK with plans to expand. We have a unique market differentiation in that we give major retail brands the opportunity to clear their excess stocks in fashion, accessories and home at discounted prices.

Here at Boundary Mill we are a little bit different from the run-of-the-mill. We are so much more than an outlet store, and we're proud of our 30-year heritage and excited by our future. We are committed to offering the best customer service and exceeding our customer's expectations. We are looking for motivated individuals who understand that it takes that little extra to provide exceptional customer service.

About the Role

We are looking for a stand-alone Payroll Supervisor to join our accounts team, reporting to the Finance Director. Along with running payroll for up to 1,000 colleagues per month over three payrolls, the new Payroll Supervisor will also be responsible for:

- Operating of the payroll systems
- Processing data to meet all payroll deadlines
- Ensuring compliance with legislation regarding National Minimum Wage, National Living Wage and Auto Enrolment Pension
- Ensuring all HMRC, PAYE & NI processing rules are complied with
- Administering payments of sick pay, holidays and other statutory payments
- Analysing and producing reports on hours, pay and overtime costs
- Working with our Time and Attendance systems, and dealing with any anomalies efficiently

About You:

It is a really exciting time to join Boundary Mill, you will have:

- In-depth knowledge of the full end-to-end payroll process
- Strong excel and computerised systems skills, ideally Sage
- Experienced with working to tight time frames
- Excellent communication and problem solving skills
- Experience and knowledge of retail and concession based businesses desirable

To apply please email your CV with a covering letter to recruitment@boundarymill.co.uk

Closing Date: 4th September