



JOB DESCRIPTION

JOB TITLE: Payroll Specialist - Projects
DEPARTMENT: HR & Payroll
REPORTS TO: Payroll Manager
LOCATION: Molineux Stadium
HOURS: 20 hrs per week
DATE: October 2025

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League and was one of the country's most successful sides in the fifties and sixties. For two decades the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite, in the Premier League for an eighth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world-class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

This is an opportunity to join the current Payroll team at Wolverhampton Wanderers on a fixed-term contract basis to support key project activity. The successful candidate will work alongside the existing team focusing on pay data analysis to ensure compliance, efficiency, and fairness in pay practices. This role involves auditing payroll results, analysing pay trends, supporting compliance with HMRC regulations, and providing insight to HR and Finance teams.

Key responsibilities

- Analyse payroll data to identify trends, discrepancies, and areas for process improvement.
- Conduct audits of pay calculations, benefits, and deductions (including tax, NI, and pensions).
- Provide analytical reports on pay costs, overtime, holiday pay, and workforce pay structures.
- Monitor compliance with UK employment legislation, PAYE, and Auto-Enrolment requirements.



- Manage queries from employees regarding pay discrepancies and provide clear, data-driven explanations
- Analyse pay data and summarise findings in a clear format with conclusions and recommendations

General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values
- To work consistently to embed equality and diversity
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Key relationships

- HR Team
- Finance
- Ability to liaise with employees and managers to assist with any queries
- Effective communication with external auditors and HMRC as required

Scope of job

- The Club currently employees over 800 permanent and casual employees split between 2 monthly payrolls
- Payroll includes all playing and non-playing staff, dual role, overseas and match day employees
- Build up information is recorded mainly on spreadsheets and then imported or input directly onto the payroll system.
- Current projects include streamlining processes together with implementation of a new system



Person Specification – Payroll Specialist - Projects

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Proven knowledge/experience of all payroll processes
- Calculation of SSP, SMP, SPP and SAP
- Ability to process starters and leavers (including termination payments and employee changes)
- Sound knowledge of payroll reporting processes and RTI submissions
- Strong and up to date compliance knowledge
- Proven knowledge of Pension and Auto enrolment process/administration

Desirable

- Experience of importing data
- Sound knowledge of Benefit in Kind for P11D year-end requirements
- Experience using Team Spirit and PAS - P11D Organiser would be advantageous but not essential

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- High level of competence in software/IT packages
- Strong maths and numeracy skills
- Excellent MS Excel, Word and Outlook skills

Desirable

- Knowledge of multiple Payroll systems

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Excellent attention to detail
- High regard for accuracy
- Ability to work efficiently within a small team and prioritise tasks
- Flexible and adaptable approach to work
- Confident and friendly personality
- Appreciation of the importance of team work



- Ability to work under pressure and to tight deadlines
- Progressive approach to Payroll with an ability to seek out and implement improvements to current practices
- Ability to use own initiative when resolving issues and assist the team where possible
- Promote, adhere to and implement the Club's Equality Policy and work consistently to embed equality and diversity within Club.

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Proven experience in all aspects of payroll processing and compliance (min 5 years)
- Significant knowledge of the whole end to end payroll process. This must include collation and input of data, month end and year end procedures and a good understanding of tax and NIC rules.
- An ability to ensure effective and efficient workflow to meet deadlines
- Experience of working in a fast-paced environment

Desirable

- Experience of working in football
- Previous HRIS/Payroll system implementation experience

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Minimum 5 GCSE's or equivalent, grades A-C (must include Maths and English)
- Strong numeracy skills
- High level of IT literacy and/or qualification

Desirable

- Professional payroll qualification (CIPP or equivalent)