



JOB DESCRIPTION

JOB TITLE: Payroll Manager
DEPARTMENT: HR & Payroll
REPORTS TO: Human Resources Director
LOCATION: Molineux Stadium
HOURS: 30 hours
DATE: March 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. During a two decade spell 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 among football's European elite, but this time we will 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 and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

This is an exciting opportunity to join the current Payroll team at Wolverhampton Wanderers. The successful candidate is responsible for overseeing payroll operations, ensuring employees are paid accurately and on time for playing and non-playing employees, and complying with tax regulations and employment laws. The Payroll Manager will also play a key role in the implementation of a new HR/Payroll and Time & Attendance system.

This is a role which requires a balance of effective leadership and management alongside a "hands on" approach to manage and process the payroll.

Key responsibilities

- Leadership and management of a small payroll team, working closely with the HR and Finance teams and key stakeholders



- To ensure accurate and timely processing of end to end payroll. From uploads and data input through to final payment for match day and permanent employees.
- Managing the processing of all month end requirements. This will include BACS and RTI submissions, Apprentice levy, pension administration and in-house reports as required.
- Reconciling payroll accounts and preparing reports for finance teams.
- Ensuring compliance with HMRC regulations, including PAYE, National Insurance, and pensions (Auto-Enrolment).
- Ensuring third party payments are processed effectively (court orders, salary sacrifice schemes and pension contributions)
- Management of statutory payments such as SSP, SMP, SPP, and SAP.
- Dealing with employee payroll queries
- Payroll year end and production of P60 and P11D's
- Management from a Payroll perspective of other annual duties including salary uplifts, application of National Living Wage and the annual budget process.
- Working together to ensure the development and implementation of continuous improvements of the payroll system and processes – including supporting embedding a new Payroll system.
- Keeping up to date with technical and legislative developments in payroll or impacting payroll
- Maintaining confidentiality and compliance with GDPR regulations at all times
- Ad hoc analytical duties eg. reports for financial and HMRC audits

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 Team
- Football Admin Team and Heads of Department
- 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 900 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 uploaded or input directly onto the payroll system.
- Current projects include streamlining processes together with implementation of a new system

Person Specification – Payroll Manager

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 all statutory payments (SSP, SMP, SAP, SPP, ShPP and SPBP)
- Ability to process starters and leavers (including termination payments and employee changes)
- Knowledge of salary sacrifice processes
- 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
- Attention to detail and problem-solving skills.
- Leadership and communication skills.
- Sound knowledge of Benefit in Kind for P11D and year end requirements

Desirable

- Knowledge and experience of Gender Pay Gap requirements
- Experience of uploading data
- Experience using NetSuite/Zone Payroll 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 6 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

- Previous experience at Payroll management level
- 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)