



Shape your career

Payroll Coordinator - Role profile

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About Bruntwood

Bruntwood is a business led by one purpose: *Creating Thriving Cities*. Our deep connection with the cities we work in sets us apart; and over more than forty years, everything we have achieved has been with this purpose in mind.

We create outstanding buildings, workspace, innovation, retail and science facilities that are healthier, better connected, more vibrant, sustainable, inclusive and economically empowered. Places people want to live, work and play in.

Today, Bruntwood SciTech owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations like Manchester Science Park in Manchester, Alderley Park in Cheshire and Platform in Leeds.

Bruntwood Works is changing the way people work by creating and curating inspiring environments that help people and business to thrive across Manchester, Leeds, Liverpool and Birmingham.



About Bruntwood

We aim to reflect the communities we work in. Doing so brings huge benefits to us all: a wealth of opinion; innovative and creative ideas; an interesting working environment; exciting new talent; and a better understanding of our customers and communities. All of this helps us to see the world differently and make sure it's shaped for the benefit of everyone.

This is why we're committed to investing in these areas where our expertise and passion can make the most impact. Bruntwood donates around 10% of annual operating profits directly to local good causes and through the Oglesby Charitable Trust and is proud to support the Manchester International Festival and the Bruntwood Prize for Playwriting amongst many others. Every investment we make is really an investment in our colleagues, our customers and the communities we're all part of, because when our cities thrive, so do we.

Since 1976 this approach has helped us to grow into a company with more than £1bn in assets under ownership across more than 100 landmark properties, a development pipeline of £1.4bn, and a team of more than 750 people working across our group.

At Bruntwood, space is just the start of the story. We Create Thriving Cities.

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Shape Your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday, private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

So, work at Bruntwood and shape your world..



Dream & deliver



Never sit on the sidelines



Be creatively commercial



Pay attention to detail (it matters)



Be brilliant to work with

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Role Profile

The role: Payroll Coordinator

As Payroll Coordinator you'll ensure that our payroll is flawlessly executed, on time, every time. You'll be obsessed with service and keen to make sure that our colleagues have a seamless experience. As Payroll Coordinator you'll support all monthly payroll activity across our 6 payrolls and c.1200 colleagues, ensuring that all payroll processes are seamlessly delivered.

What's involved?

- As the first point of contact for payroll, you'll provide day-to-day guidance on queries with a mindset to always, no matter what, offer a solution.
- You'll be responsible for all end-to-end payroll administration.
- You'll manage all payroll variances from new starters, leavers, absences, changes to working hours, and all overtime and ad hoc payments.
- Support with all cyclical payroll processes - P11D/shares.
- Manage and maintain the payroll section of the people system through data cleansing and auditing, taking responsibility and ensuring accuracy and quality of input data.
- Provide, analyse and distribute regular management information relating to payroll.
- Manage the payroll aspect of all employee benefits, ensuring that correct deductions are being made in respect of benefits and including administration, correspondence, and support internal promotion of benefits.
- Manage monthly pension process and ensure all pension contributions are accurate.
- Maintain internal processes in relation to payroll and ensure up-to-date and effective handover processes are in place.

What does good look like?

- Deliver; taking ownership and delivering on promises is important to us.
- Collaborate; you will be expected to build strong working relationships with your team
- Learn; you will actively seek to extend your knowledge and expertise to enable you to bring out the best in everything you do. Understanding our service inside out is critical to delivering value in this role.

What's important to us?

- We're looking for someone who likes to take on a challenge, whether you're an analytical thinker, a problem solver or you just like to roll up your sleeves and get stuck in.
- You'll be passionate about people and keen to provide an effortless experience in each and every transaction.
- Whilst you'll be a part of a team and have lots of support around you, we're looking for a highly motivated self-starter who is looking for more ownership and responsibility in their career.
- You'll be a really strong administrator, great with numbers and always paying attention to the detail (it matters).
- You must be able to spin many plates at once and be exceptional at prioritising. Things change as we learn so you'll need a degree of adaptability.
- You'll be an excellent communicator, bringing your personality to work and interacting with people on a human level.
- As an expert in organisation - you must know your way around a computer and also be able to seek out new solutions that could enhance our ways of working.

Benefits of working with us



24 hours to
volunteer
each year



Interest free
travel to work
loan



6 months full
maternity or
adoption pay



Social events



Agile
working



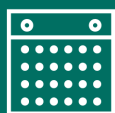
Interest
free
learning
loans



Private
healthcare



Life assurance
cover



25 days
holiday



Birthday
leave



Free healthy
breakfasts



Sabbaticals



Employer
matched
pension
scheme



Employee
shared
ownership



Employee
assistance
program



Buy and sell
holiday scheme



Eyecare
vouchers