



## Position Description

**Position Title:** Payroll Assistant  
**Department:** Payroll  
**Location:** Head Office, Garforth  
**Reporting to:** Payroll Manager  
**Working Days:** 2-3 days per week

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

### **POSITION PURPOSE**

To process monthly payroll for all casual colleagues, ensuring payments are made accurately and on time.

This is a part time position, working 2-3 days per week or shorter hours over a 4-5 day period.

### **KEY RESPONSIBILITIES**

- Processing monthly casual payroll.
- Ensuring payroll is correct and paid on time.
- Answer payroll queries in a timely manner, offering solutions as necessary.
- Working with the resourcing team to check timesheets and resolve any issues
- Processing casual staff agency invoices
- Processing monthly expenses and mileage for the wider business
- Processing all new casual starters on Sage
- Assisting Payroll Manager with processing leavers, absences, sickness and annual leave
- Providing administrative support where appropriate to other departments

### **PERSON SPECIFICATION**

- Previous payroll experience is an advantage, but not essential, full training will be given for the role.
- Previous experience in an administrative role is essential.
- Highly strong mathematical and analysis skills
- Excellent interpersonal and communication skills
- Strong team player
- Base knowledge of payroll laws and regulations
- Excellent time management
- Previous experience with Sage and Excel would be advantageous.

### **BENEFITS**

- Healthshield - Health cash plan
- Free on-site parking
- Holiday pay included in hourly rate
- Colleague Assistance Programme



## Position Description

- Colleague Referral Programme

### GENERAL INFORMATION

The requirements of the business are such that a high degree of flexibility is necessary and therefore some evening and weekend work will be required. Additionally, there will be occasions where the incumbent will be required to work on group wide programmes and also at other venues operated by CGC.