

**PADI EMEA Ltd.**  
**Job Description**

**Job Title:** Payroll and Benefits Officer  
**Department:** Human Resources  
**Reports to:** Human Resources Manager  
**Location:** Bristol  
**Job Code:**

**Date Last Reviewed and or Revised:**  
**January 2018**

**JOB PURPOSE / SUMMARY**

Supports the four corporate primary objectives: safe and responsible diver acquisition and retention; quality member acquisition and retention; financial prosperity; global operational alignment, by ensuring timely processing our payroll and expenses both UK and International. Be responsible for the administration of our benefits, such as Pensions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned

- The preparation, processing, review, audit and implementation of monthly payroll (both local and international).
- Full responsibility for tax, legal and regulatory compliance associated with payroll, reporting to and liaising with HMRC on payroll matters.
- Full responsibility for Pensions administration, payment of contributions and communications with the pension provider.
- Processing, audit and payment of employee expenses via Web Expense system.
- Responsible for maintaining the benefits systems such as private medical, cash plans.
- Posting of accounting journals and reconciliations to assist the department at month end.
- Assist with Year End Audits
- Other duties as assigned
- Adhere to all policies set out in the Employee Handbook

**PERSON SPECIFICATION**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS, EDUCATION and/or EXPERIENCE**

- 3+ years' experience of processing payroll. (Essential)
- CIPP part qualified/qualified (Desirable).
- Experience of payroll systems both UK and International (Essential)
- Strong verbal and written communication skills & ability to work across functional departments.
- Strong attention to detail, analytical approach to problem solving.
- Proactive and methodical attitude with ability to work unsupervised.
- Passion for working in a multi-cultural business.
- Experience of processing expenses (Essential)

**WORK BASED COMPETENCIES**

- Working to high levels of accuracy (Essential)
- Working to tight deadlines (Essential)
- Organisational Skills (Essential)
- Excellent arithmetic and spelling skills (Essential)

- Excellent IT skills including good working knowledge of Microsoft Word, Excel, Outlook and Access. (Essential)
- Working knowledge of payroll (Essential)

## **BEHAVIOURAL COMPETENCIES**

### **Ability and Willingness To:**

- Show attention to detail and accuracy in your work
- Work to deadlines
- Prioritise and manage time effectively
- Interact well with co-workers
- Understand and follow posted work rules and procedures
- Accept criticism
- Ability to adapt to change
- Ability to work in fast pace environment
- Ability to work with individuals from a variety of cultural backgrounds
- Demonstrate professional behavior that supports team efforts and enhances performance and productivity
- Strong commitment to serve the goals and direction of PADI Worldwide

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  
Ability to deal with problems involving several concrete variables in standardized situations.

## **PERSONAL ATTRIBUTES**

- Conscientious
- Good communicator
- Flexible and adaptable to change
- Ability to work under pressure

## **SPECIAL REQUIREMENTS**

- Eligibility to live and work in UK (Essential)

## **LANGUAGE SKILLS**

- Fluent English (Essential)