

Dear Applicant

PAYROLL CO-ORDINATOR – (THURROCK, ESSEX)
MINIMUM OF 37 HOURS PER WEEK

Thank you for expressing an interest in the above vacancy.

Please find attached a Job Profile and Person Specification for the role. **You are advised to read our [Important Applicant Guidance](#) resources prior to completing your application form.** These resources are designed to support you in submitting a successful application form and to ensure you provide us with the information we need to assess your suitability for the role. Remember, your completed application is the only information we have about you and is what we will base the first stage of our selection procedure upon, so please complete all sections with a well-planned and positive approach. You may (if you wish) submit your CV to supplement your completed application.

SUPPORTING INFORMATION SECTION – VERY IMPORTANT

In this section of your application, you should **ONLY** address the criteria assessed at Application Stage (A) on the Person Specification, some of which are of high importance. Please provide clear **information, examples and evidence** to demonstrate these criteria. **Shortlisting will depend on how well you demonstrate your ability to meet the criteria assessed at Application Stage (A).** If you do not complete this section fully and/or only submit your CV, your application may not be successful at shortlisting.

Due to the requirements of the Home Office Right to Work checks, if you are short-listed and invited to attend a further competitive selection process, you must be able to produce **original** document/s from the **["Right to Work Checklist"](#)** from either List A or List B Group 1 & 2, to demonstrate legal entitlement to work in the United Kingdom.

Please submit your completed application form as soon as possible, but in any event no later than **SUNDAY 20th September 2026**. **Please note**, that vacancies may be closed earlier than the published closing date if we get a high volume of applications. We therefore advise that you complete your application at your earliest opportunity to avoid disappointment.

If you are shortlisted for an interview, you will be contacted after the closing date. If you have not heard from us within one month of the closing date, please assume that you have been unsuccessful. In the interest of economy, we do not acknowledge receipt of applications.

Wishing you every success in your application and thank you for the interest you have shown in our organisation.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lorna Mapson", with a horizontal line underneath.

Lorna Mapson
Human Resources Manager
recruitment@impulseleisure.co.uk
Impulse Leisure – Head Office



JOB PROFILE

JOB TITLE:	Payroll Co-ordinator
SALARY:	£34,000 per annum
HOURS OF WORK:	Hours according to operational need, with a min of 37 hours per week (Monday – Friday working patterns).
LOCATION:	Based in Thurrock, Essex
RESPONSIBLE TO:	Human Resources Manager
LIAISON WITH:	HR Team, Finance Team, Centre Managers, Employees, HMRC, Pension Providers (LGPS & NEST), Third Party Agencies and System Providers
PURPOSE OF ROLE:	1. To co-ordinate and deliver the payroll function for the organisation, ensuring employees are paid accurately and on time, and that all statutory, pension and third-party obligations are met in accordance with legislative requirements. 2. To maintain effective payroll processes and controls, ensuring alignment between payroll systems (SelectPay), workforce scheduling (Planday) and HR records, whilst delivering accurate reporting, reconciliation and audit-ready documentation. 3. The role is responsible for payroll delivery for a multi-site organisation, including a range of pay-types, codes and contractual arrangements.

KEY ROLE RESPONSIBILITIES

Payroll Co-ordination & Processing

1. Monthly payroll process using payroll software (currently SelectPay), ensuring all payments are processed accurately, on time and in line with payroll deadlines.
2. Maintain accurate payroll records, including starters, leavers, contractual changes and payroll adjustments.
3. Validate payroll inputs against approved data sources, including Planday schedules (which form the primary source of hours and pay data), payroll adjustments and authorised payroll changes.

4. Prepare payroll reports, reconciliations, journals and BACS information, reconciling payroll totals and highlighting variances.
5. Investigate and resolve payroll discrepancies, queries and adjustments as required.

Statutory Compliance & HMRC Reporting

6. Ensure accurate calculation and processing of PAYE, National Insurance, pensions and statutory payments.
7. Submit and maintain payroll records and statutory returns in accordance with HMRC and pension scheme requirements, including RTI, EPS, FPS submissions.
8. Administer LGPS and NEST pension processes, including starters, leavers, changes and monthly/annual returns.
9. Complete year-end payroll processes including statutory returns, reconciliations and employee documentation, e.g. P60s, P11Ds.

Payroll Reporting & Information

10. Produce payroll reports, journals and supporting information for HR, finance, audit and Board reporting purposes.

Systems & Data Integrity

11. Act as system administrator for SelectPay and Planday, ensuring efficient and accurate system use.
12. Maintain alignment between payroll, HR data and workforce scheduling systems and identify opportunities to improve efficiency and reduce manual intervention.
13. Maintain accurate and auditable payroll records and support internal and external audit requirements.
14. Ensure payroll processes remain robust, controlled and compliant with organisational and statutory requirements.

Employee, HR and Finance Support

15. Respond to payroll-related queries from employees, managers and HR, providing guidance on payroll processes, tax and statutory payments.
16. Work closely with HR to support employee data accuracy, payroll processes and reporting requirements.
17. Provide support and training to managers and staff on payroll deadlines, processes and effective use of Planday.
18. Provide payroll-related reporting and administrative support to finance, as required.
19. Support cross-department working across payroll, HR and finance.

General

20. Maintain strict confidentiality of payroll and employee data, ensuring compliance with GDPR/DPA.
21. Maintain high standards of accuracy, accountability and professionalism in all aspects of the role.
22. Maintain a commitment to continuous professional development (CPD), ensuring up-to-date knowledge of payroll systems and relevant employment and payroll legislation.
23. Build effective working relationships across the organisation and act as a trusted Payroll Co-ordinator.
24. Undertake any other duties commensurate with the nature of the role, including support across HR and finance functions as required.

KEY CORPORATE RESPONSIBILITIES

1. To fully comply with and ensure all employees under his/her supervision comply with all legislation including the Management of Health & Safety at Work Regulations 1999, Impulse Leisure's Health and Safety Policy and all locally agreed safe methods of work, in accordance with the individual centres' normal and emergency action plans etc.
2. To promote and maintain an awareness of and proactive commitment to energy reduction, carbon and environmental management.
3. To wear with pride the correct staff uniform, with a name badge at all times, in order to set a good example to all staff and to present a professional image to the public.
4. To actively promote and ensure all employees under his/her supervision actively promote Equal Opportunities and Diversity and observe the standard of conduct in relation to both employment and service delivery.
5. To undertake additional training/qualifications, as and when required, in order to comply with current and future company initiatives and/or governing body guidance and best practice.
6. To comply with and ensure all employees as far as reasonably possible within the postholder's control, comply with Impulse Leisure's Customer Care Policy.
7. Adhere to company protocol as laid out in the Employee Handbook, and subsequent changes/additions that may be issued from time to time.
8. Where necessary and required, to work together with other departments within the organisation to identify any process improvements and improve standards and efficiency.
9. At the discretion of the HR Manager/senior managers, any other activities as may from time to time be agreed consistent with the nature of the job described above.
10. If necessary, to travel to and work at any of Impulse Leisure's sites consistent with the nature of the post, including external meetings, training events as required.

Note: *This document outlines the main duties and responsibilities of the role and does not constitute an exhaustive list of all duties relating to the post. From time to time it may be necessary to vary the duties in consultation with the postholder, to take account of changing operational requirements, the introduction of different working methods, etc..*

During the course of employment, the postholder will have knowledge of, and access to information that is confidential. It is essential that such information is safeguarded in accordance with the Data Protection Act 1998; it should not be published or divulged other than to authorised personnel, or used for any unofficial purposes. In cases of doubt about what is confidential or who is authorised, your manager must be consulted.

PERSON SPECIFICATION

JOB TITLE: Payroll Co-ordinator

INFORMATION FOR APPLICANTS:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. **You must tell us in what way you meet the criteria asked for; a sentence or two of explanation with examples will help us to assess your application.**

Applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance, i.e. score of 2 multiplied by the criteria weighted 3 = 6.

Key: A – Application; C – Certificates; I – Interview; PA – Practical Assessment

***Weighting Scale:** 3 – High Importance 2 – Medium Importance 1 – Low Importance

Category	Criteria	Weighting (*See above)	How Assessed (See 'Key' above)
Qualifications & experience	1. Previous experience working within a payroll role, processing end-to-end payroll.	3	A, I
	2. Experience of working with payroll systems and workforce scheduling/time-recording systems.	3	A, I
	3. Experience of processing payroll across multiple pay types, contractual arrangements and/or sites.	3	A, I
	4. Experience of statutory payroll processing, statutory payments, deductions and pension administration.	3	A, I
	5. Experience of pension administration, including LGPS and/or NEST (or similar schemes).	2	A, I
	6. Experience of payroll reconciliation, reporting and audit preparation.	3	A, I
	7. GCSEs (or min equivalent) including English and Maths	2	A, C
	8. Payroll qualification, ie CIPP L5 or equivalent experience.	3	A, C
Skills, knowledge & abilities	1. Sound working knowledge of payroll legislation and statutory payroll requirements.	3	A, I
	2. Ability to process payroll accurately and work consistently to fixed deadlines.	3	A, I, PA
	3. Strong numerical ability, analytical skills, including ability to identify discrepancies and variances.	3	A, I, PA
	4. Ability to calculate manual calculations as necessary, e.g. pension contributions, manual calculations.	3	A, I, PA
	5. Ability to maintain confidentiality and handle sensitive information appropriately.	3	A, I
	6. Good organisational skills with the ability to prioritise workload during busy payroll periods.	3	A, I
	7. Competent IT skills, including payroll systems, Microsoft Excel, Outlook and Word.	3	A, I, PA
	8. Ability to provide support and training to managers and staff on payroll processes and systems, e.g. Planday.	2	A, I
	9. Ability to work independently whilst also supporting cross-departmental working with HR, training and finance.	2	A, I
	10. Ability to maintain accurate and auditable records.	3	A, I

	11. Well-developed interpersonal skills with the ability to build and maintain effective working relationships with people at all levels.	2	A, PA
<u>Other</u>	1. Professional, reliable and trustworthy approach to work.	3	A, I
	2. Commitment to equality, diversity and inclusion in the workplace.	3	A, I
	3. Flexible and adaptable approach to work in response to operational needs and payroll / reporting deadlines.	3	A, I
	4. Trustworthy and reliable, with a clear understanding and application of confidentiality and compliance with the Data Protection Act/GDPR.	3	A, I
	5. Willingness to positively engage with company initiatives and adapt to organisational change where required.	3	I
	6. A responsible, dedicated and positive 'can-do' attitude to work.	3	A, I

IMPULSE LEISURE
APPLICANT PRIVACY NOTICE (JANUARY-2024)
IN COMPLIANCE WITH
GENERAL DATA PROTECTION REGULATIONS (GDPR)

As part of any recruitment process, Thurrock Community Leisure (Impulse Leisure) collects and processes personal data relating to job applicants. Impulse Leisure is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

WHAT INFORMATION DOES IMPULSE LEISURE COLLECT?

Impulse Leisure collects a range of information about you, including:-

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including (where applicable) benefit entitlements
- whether or not you have a disability for which Impulse Leisure needs to consider reasonable adjustments during the recruitment process, and
- information about your legal entitlement to work in the UK.

Impulse Leisure may collect this information in a variety of ways. For example, data might be contained in application forms, CVs and/or from recruitment agencies, obtained from your passport or other identity documents, or collected through interviews and/or other forms of assessments.

Impulse Leisure may also collect personal data about you from third parties, such as references we will request from former employers and/or education establishments (schools, colleges, universities), information from employment background check providers (where relevant) and information from criminal records checks (Disclosure and Barring Service). Impulse Leisure will seek information from third parties only once a conditional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record (through the Applicant Tracking System (ATS)), in HR systems and on other IT systems (including email).

WHY DOES IMPULSE LEISURE PROCESS PERSONAL DATA?

Impulse Leisure needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, Impulse Leisure needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's eligibility to work in the UK before employment starts.

Impulse Leisure has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Impulse Leisure to manage the recruitment process, assess and confirm a candidate's

suitability for employment and decide to whom to offer a job. Impulse Leisure may also need to process data from job applicants to respond to and defend against litigation.

Impulse Leisure may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Impulse Leisure processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Impulse Leisure is obliged to seek information about criminal convictions and offences. Where Impulse Leisure seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Impulse Leisure will not use your data for any purpose other than for the recruitment exercise for which you have applied.

WHO HAS ACCESS TO DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment teams, interviewers (i.e. panel members) involved in the recruitment process, managers in the business area for which you may be considered and IT staff if access to the data is necessary for the performance of their roles.

Impulse Leisure will not share your data with third parties, unless your application for employment is successful and it makes you a conditional offer/offer of employment. Impulse Leisure will then share your data with former employers to obtain references for you, employment background check providers (if required) to obtain necessary background checks and if required, the Disclosure and Barring Service (which will require your express consent) to obtain necessary criminal records checks.

Impulse Leisure will not transfer your data outside the United Kingdom.

HOW DOES IMPULSE LEISURE PROTECT DATA?

Impulse Leisure takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Impulse Leisure employees involved in recruitment processes have been trained in data protection.

FOR HOW LONG DOES IMPULSE LEISURE KEEP DATA?

If your application for employment is unsuccessful, Impulse Leisure will hold your data for 6 (six) months after the end of the relevant recruitment process. At the end of that period, your data is deleted and/or securely destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained throughout your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

YOUR RIGHTS

As a data subject, you have a number of rights. You can:-

- access and obtain a copy of your data on request
- require Impulse Leisure to change incorrect or incomplete data
- require Impulse Leisure to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing, and
- object to the processing of your data where Impulse Leisure is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the person responsible for data protection, details at the end of this document.

If you believe Impulse Leisure has not complied with your data protection rights, you can complain to the Information Commissioner. However, in the first instance please contact Impulse Leisure so that your concerns can be investigated in the first instance.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to Impulse Leisure during the recruitment process. However, if you do not provide the information, Impulse Leisure is unlikely to be able to process your application properly or at all.

AUTOMATED DECISION-MAKING

Recruitment processes are not based solely on automated decision-making. However, Impulse Leisure's application tracking system (ATS) will request candidates to respond to the following:-

- 'if they are legally entitled to work in the UK'. If a candidate ticks 'no'; then they will not be able to complete the rest of the application process, and
- 'if they hold a valid National Pool Lifeguard Qualification (NPLQ)'. If a candidate ticks 'no'; then they will not be able to complete the rest of the application process.

Candidates who respond yes to proceed with the application, but are subsequently then unable to provide the correct right to work original documentation and/or who do not have a valid NPLQ will not proceed further in the recruitment process.

Any concerns relating to this question, should be directed to Lorna Mapson, Group Human Resources Manager – recruitment@impulseleisure.co.uk

CONTACT DETAILS OF PERSON RESPONSIBLE FOR DATA PROTECTION

dataprotectionofficer@impulseleisure.co.uk

Head Office, Blackshots Leisure Centre, Blackshots Lane, Grays, Essex, RM16 2JU