

ROLE PROFILE

Job Title: Payroll Manager (12m FTC) Location: Coventry OR London

Reports to: HR PMO Division/Dept: Group HR

Summary of the Role's Main Purpose

- Manage an effective, efficient and secure payroll service and related activities for c.450 UK and European employees across 9 countries and 16 payrolls.
- Manage outsourced payroll providers, incorporate new payroll requirements, identify issues/risks proactively and resolve problems independently.
- Line-manage up to four team members, leading the team as an integrated part of the HR Function.

Principal Accountabilities

Manage routine payroll processing

- Manage monthly payroll services for all employees in the UK and European offices efficiently and with strong controls, ensuring payrolls run in line with financial and audit controls.
- Manage the collation of payroll data from all input sources across all UK and European countries ensuring that this is submitted to the relevant outsourced payroll provider accurately and on time.
- Review of all payroll provider output data ensuring this is in line with data submitted
- Management of sign off process for all payrolls, ensuring that authorised signatories receive accurate files, and sign off files are submitted back to payroll providers on time.
- Process and upload monthly payroll bank files.
- Ensure that all taxable benefits are recorded and processed for payroll purposes.
- Ensure that all appropriate payroll deductions (including statutory) are collected and paid over to the relevant authorities on time.
- Manage and administer monthly UK pension requirements with L&G.
- Ensure compliance with all statutory legislation concerning tax and NIC/Social Security deductions.
- Work closely with the HR team to understand and resolve payroll-related queries and issues.
- Respond to queries from employees, HR and HMRC / European authorities, liaising with payroll providers where required.
- Deliver accurate payroll and bonus accrual accounting.
- Reconcile payroll balance sheet accounts monthly.

Manage outsourced providers

- Manage relationships and service levels with outsourced UK and European payroll providers and partners.
- Administer purchase orders and invoicing of payroll-related costs.

Manage Payroll team

- Manage team capacity and workload across the payroll calendar, prioritise effectively, balance business-as-usual and ad-hoc demands, and escalate risks/issues as appropriate.
- Provide day-to-day leadership including clear communication and direction, feedback and performance management, advice and support.
- Foster a positive team culture, aligning with SEGRO's values.
- Represent the payroll team within wider HR and Finance strategic and operational projects.

Manage complex and bespoke payroll activities and reporting

- Manage shadow payrolls and reconcile expenses.
- Process share scheme awards through payroll, including liaising with Secretariat and payroll providers to establish withholding tax rates.
- Liaise with external tax advisors to ensure activities agreed for overseas short-term visitors/secondee are administered correctly through payroll and tax returns are submitted correctly.
- Manage end-of-payroll-year duties in conjunction with payroll providers, including reporting to statutory bodies where applicable.
- Manage the yearly payroll budgeting process and prepare budgets.
- Prepare cost reports and forecasts for budget-holders and accountants for the UK and European payrolls.
- Report staff costs to Group Finance, Secretariat and Auditors at the end of the company's financial year for disclosure in the Group Accounts, and respond to auditors' queries.
- Respond to queries from accountants/auditors relating to staff cost variances.
- Produce ad-hoc payroll and management reporting.

Maintain standards and continuously improve

- Maintain the Payroll Policy and all associated Standard Operating Procedures (SOPs).
- Participate in and manage all resulting actions to achieve clean audit.
- Identify and manage changes to the payroll process that arise from legislation, the payroll providers or internal process requirements.
- Proactively identify and implement improvements and efficiencies.
- Engage with HR and Finance leadership to implement larger-scale process or system change where required.

Knowledge, Skills & Experience

Essential

- Experience of autonomously managing UK and European payrolls both directly and through third parties.
- Experience of managing a relationship with ADP as a third-party payroll provider.
- Ability to handle complex payroll matters for secondees and short-term business visitors across Europe with guidance from tax advisors / internal tax department.
- Ability to simultaneously manage multiple tasks and deadlines.
- Professional payroll qualification.
- High level of personal and professional integrity, and experience handling sensitive, confidential and high-risk business matters
- Excellent attention to detail to spot anomalies / errors and the ability to work logically on own initiative to find solutions to problems within deadlines.
- Excellent communication skills with stakeholders both internal and external.
- Ability to build strong relationships and work closely with internal and external stakeholders across Europe.
- Ability to lead and work well within a team environment.
- Intermediate Excel skills

Desirable

- Knowledge and experience of UK and European pensions regulations and best practice
- Experience of systems implementation and system improvement projects
- Advanced Excel skills.

Special Job Requirements

- If formally based in London, willingness to work 1 -2 days per week from SEGRO's Coventry office
- If formally based in Coventry, willingness to work 1 day per week from London office
- Ability and willingness to work occasional overtime by prior arrangement if needed to meet demands and deadlines.

Date of completion: 21 April 2026

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.