

JOB DESCRIPTION

JOB TITLE:	PAYROLL & BENEFITS MANAGER
DEPARTMENT:	FINANCE, ADMIN & SYSTEMS
LOCATION:	LONDON
REPORTS TO:	FINANCIAL CONTROLLER
RESPONSIBLE FOR:	NO DIRECT REPORTS

essensys is one of the fastest growing global proptech firms moving rapidly into our next stage of hypergrowth. Established in London in 2006, essensys was created to solve the complex operational, everyday challenges for flexible workspaces, the largest growing segment in the commercial office market. We believe the office environment of the past is no longer - the staid, the unresponsive and the impersonal - will be replaced with space-as-a-service and tech-oriented environment that has already attracted the world's largest enterprise users. Today, flex workspace accounts for less than 2% of the office space market and current growth estimates could easily reach 30% by 2030. Traditional landlords need to adapt and have already started doing so, especially in light of COVID. The opportunity is massive. In 2019, essensys became a publicly traded company on the London Stock Exchange and currently has offices in London, NYC, and LA. We have customers across 28 countries.

WHAT WE DO

We have built the only private cloud network to service the flexible workspace industry which underpins our SaaS platforms. We simplify the day-to-day management of flexible workspaces and the provisioning of secure wifi, internet and digital infrastructure services to tenants. Our platforms automate key tasks and processes and help flexible workspace providers deliver highly efficient, customer-centric workspace solutions. Our partners include some of the largest landlords and flex operators in the world, as we deliver an end-to-end, scalable solution by leveraging our 15 years of experience and our 100+ team of award-winning developers and engineers.

ABOUT THE ROLE

As our Payroll and Benefits Manager, you will manage the full and accurate payroll and benefits function for the EMEA region (circa 120 across 2 payrolls) and oversee the global outsourced payrolls in APAC. You will be the subject matter expert on payroll and provide a first-class service to our employees. Reporting into the Financial Controller you will be a key part of the Finance and Accounting team but will have strong links to the HR team.

Main duties and responsibilities:

Payroll

- To manage the UK payroll and benefits of all employees (Headcount of 120, but this will grow in the next 12 months).
- To oversee the outsourced EMEA and APAC payroll. (Headcount of 3, but this will grow in the next 12 months).

- To manage payroll workflows and internal controls to ensure the end-to-end process are accurate and received on time.
- To ensure that all processes are properly actioned and are compliant and in line with company policy and PAYE legislation and that all employees are paid accurately and on time.
- To manage external stakeholders and ensure that correct payments are made and appropriate information provided to third parties such as HMRC and other statutory and pension scheme providers.
- To be fully responsible for all year-end returns to HMRC – PSA, P11Ds & P60
- To produce the monthly payroll journals and month-end payroll reconciliation, this should include all company benefits and pensions contributions.
- To continuously look for gaps or opportunities in our payroll and benefits processes or offerings, in order to enhance or improve our service delivery.

Benefits Administration

- To take ownership and manage employee benefits, including the company pensions scheme, healthcare and dental, Bike & Gym scheme and other benefits.
- To build and maintain relationships with our appointed benefits providers and/or brokers.
- To manage the annual insurances renewals liaising with our providers or benefits brokers and communicating changes to the Financial Controller.
- To manage the membership of our insurances, updating addresses and any other information, such as adding or removing dependents.
- To design and implement new benefits strategies within the UK, EMEA and APAC region.
- Together with the HR team communicate to employees and partners on benefits changes.
- To handle and manage invoices and ensure payments are made.
- Undertake any other duties that maybe required to be proficient in this role.

Knowledge and Experience:

- Equivalent experience is essential. CIPP qualified is desirable.
- Highly proficient with MS Office Suite and IRIS (CascadeGo) HR systems. MS excel skills must be at an advance level (v-look ups, Pivot tables, etc).
- MUST have experience of working across European countries, within a payroll or benefits capacity.
- Excellent analytical and problem-solving skills.
- Must be self-motivated, critical thinker, enthusiastic, inquisitive and detail oriented.
- Strong organizational skills with ability to prioritize and handle multiple projects simultaneously.
- Understanding of HR best practices and current regulations, such maternity or paternity calculations and statutory sick pay.
- Some exposure and/or understanding of the technology industry.

Aptitude and personal Qualities:

- Ability to think strategically and see the bigger picture
- Ability to multi-task, prioritize, and work both independently and within teams.
- Passion for Real Estate, PropTech and SaaS.
- Clear desire to overachieve and develop within the business.