

# Payroll Manager

Finance Department



## LOCATION

The role will be based in our Wimbledon Headquarters.

## TEAM REPORTING & STRUCTURE

Reporting to the Finance Operations Manager within the Finance Team.

This role may be considered on a four-day-per-week basis.

## ROLE OVERVIEW

As Payroll Manager, you'll take full ownership of end-to-end payroll processing across multiple countries, ensuring every Nineteener is paid accurately and on time, every time. Sitting within the finance team and reporting to the Finance Operations Manager, you'll be the go-to expert for all things payroll, from PAYE and pension administration to commission calculations and month-end reconciliations.

You'll be responsible for keeping payroll changes running smoothly, support audits, and stay ahead of legislative updates. If you're a detail-orientated payroll professional who thrives in a fast-paced, high-growth environment and loves being the person people can rely on, this is the role for you.

## KEY RESPONSIBILITIES

### Payroll Processing

- Manage end-to-end monthly payroll processing across multiple countries, ensuring accuracy, compliance, and timely payment
- Prepare and process monthly commission calculations
- Produce payroll journals and month-end balance sheet reconciliations

### Systems & Data

- Act as the payroll system super user, maintaining in-depth knowledge of system functionality and best practices
- Own and maintain the time and absence management system
- Prepare payroll reports and analysis for senior leadership and key stakeholders

### Compliance & Legislation

- Liaise with HMRC and other statutory bodies regarding PAYE and National Insurance
- Monitor legislative changes and implement updates to ensure ongoing compliance and best practice
- Support payroll audits and maintain robust payroll controls, processes, and documentation

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## Stakeholder & Team Collaboration

- Act as the primary contact for payroll-related queries, managing the payroll inbox daily to ensure SLAs are met
- Partner with HR and Finance team to ensure payroll changes are processed accurately and efficiently
- Manage pension scheme administration, including auto-enrolment, contributions, and provider reconciliations

## QUALIFICATIONS & EXPERIENCE

### Desirable

- Payroll qualification such as CIPP, Payroll Technician Certificate, or equivalent
- Proven experience managing payroll within a multi-country or multinational organization
- Strong knowledge of UK payroll legislation, PAYE, National Insurance, pensions, and employment taxes
- Experience preparing payroll journals, accruals, and balance sheet reconciliations
- Previous experience using Sage Intacct and payroll system
- Advanced Excel skills, including Pivot Tables, XLOOKUPS, and data analysis
- Strong attention to detail with excellence analytical and problem-solving skills
- Ability to manage multiple priorities and meet strict deadlines
- Excellent communication and stakeholder management skills
- Experience identifying and implementing payroll process improvements

## COMPANY OVERVIEW

[www.nineteengroup.com](http://www.nineteengroup.com)

Nineteen Group is a fast-growing events and media business backed by Phoenix Equity Partners, serving vital sectors including security, fire safety, emergency services, retail technology, health and safety, construction, manufacturing, and more.

We build vibrant industry communities through world-class events and media, creating spaces where ideas are shared, relationships are formed, and practical solutions shape the future.

Headquartered in Wimbledon, London, with offices across the USA, Hong Kong, and Singapore, Nineteen is powered by a passionate global team. Our people live our KADI values - Kind, Agile, Driven, and Inclusive - because we're a culture-first organisation that puts our people first; we just happen to do great events too.

Nineteen embraces diversity and equal opportunity and is committed to building teams that represent a variety of backgrounds, perspectives and skills.

## EQUAL OPPORTUNITIES

Inclusivity is at the heart of everything we do at Nineteen, and that requires a diverse team of great colleagues who feel they have a clear place with us, supporting us all to grow. The more inclusive our employees feel, the better we feel and the quicker we all develop. We are keen to meet people with varied backgrounds and experiences.

We recruit based on merit, potential, and fit to our cultural values. Product knowledge we can teach.