



MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Payroll Administrator

Department: Finance (Payroll & Pensions)

Reporting to: Payroll and Pensions Manager

Contract: Permanent

DIMENSIONS OF ROLE

Normal working hours will be 09:00hrs to 17:00hrs, Monday to Friday (inclusive), including one-hour unpaid lunch on each day worked; making a total of 35 working hours per week.

KEY PURPOSE OF ROLE

To take ownership of processing and administering casual Staffing payroll processes from across the Club and support the wider Payroll and Pensions function.

KEY TASKS AND ACCOUNTABILITIES

- Administration of weekly timesheets for Casual Staff across the Club (Catering, Stewarding, retail etc.) on the Humanforce workforce management platform.
- Processing New Joiners/Leaver and Timesheets from a varied workforce and ensuring data processed is within the correct pay structures accurately and on time.
- Ensuring that Humanforce is correctly calibrated to the Clubs staffing needs.
- Certifying Humanforce outputs data for accounting correctly.
- Managing the onboarding of new casual staff from Humanforce to the Payroll software iTrent.
- Reporting data from payroll into reports for account Managers and budget holders.
- Dealing with pay related queries from Casual workers and resolving issues effectively.
- Working closely with Payroll Manager to develop analysis and reporting of Casual staffing and agency costs to help drive the budget process and labour cost savings.
- To support the wider payroll function with monthly payroll processes and be able to step in effectively when needed.

This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.

VARIATIONS OF JOB RELATING TO MAJOR MATCHES

- Attendance at all major match-days, including weekends, as required.
- Any other duties, whether in the Department or elsewhere around the Ground, as required.

VALUES AND BEHAVIOURS

EXCELLENCE

- Striving for excellence in every aspect of the MCC's operations.
- Valuing continuous improvement, pushing boundaries to achieve the best outcomes for Members, players and visitors.
- From the world-class cricket schedule to the maintenance of Lord's Cricket Ground, we aim to drive forward the game of cricket.

TEAMWORK

- Creating a cohesive and supportive environment to create shared goals and responsibilities.
- Success in our team performance benefit all who come to Lord's.
- By valuing teamwork at MCC we create a positive and inclusive environment.

INTEGRITY

- Striving for honesty, fairness and ethical conduct in all aspects of cricket.
- Integrity, both on and off the field of play, is at the heart of MCC.
- Promote a culture of sportsmanship celebrated by those within the Club and those who visit to play or watch.

HEALTH AND SAFETY

- Responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- Report any unsafe practices, equipment or circumstances as appropriate.
- Comply fully with relevant security policies and procedures.
- Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden.

PERSON SPECIFICATIONS – SKILLS, EXPERIENCE AND QUALIFICATIONS

- Accuracy and attention to detail.
- Strong Excel Skills including Vlookups and Pivot Tables.
- Excellent organisational skills and an ability to manage and prioritise when working towards multiple deadlines.
- Proficient in verbal and written communication, with a willingness to assist staff with queries.
- Ability to create relationships with all levels of the Club e.g. Catering, Finance, wider MCC team & external Clients.
- An awareness of wider payroll functions and processes including Government legislation changes.
- Experience of Human Force/ TimeTarget workforce Management System.
- Experience of working within a Payroll Team.

Written by: Antony Martinez

Accepted by:

Date: September 2024

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