



POSITION PROFILE

Payroll Supervisor



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Baxters Food Group

Baxters Food Group is a fourth generation privately owned entrepreneurial business that specialises in manufacturing premium quality, primarily branded, food products. The Group's product range includes soup, beetroot, chutney, condiments, preserves and meal options. Since Baxters began operation in 1868 a lot has changed, but their dedication to making only the best quality products has always been at the core of everything they do. The Baxters brand has grown from a humble village store to a global brand with a turnover of circa £450m.

With the sheer scale of operation, Baxters now has sites based throughout the UK and food manufacturing operations in the USA, Australia, and Poland. The science and technology that underlies their process today may be far removed from the little village shop that started it all in Fochabers, but the ethos remains the same - **"be different, be better."**

Baxters now find their products being sold in major supermarket chains such as Asda, Tesco, Sainsbury's and many more, contributing to the business's large-scale growth. Baxters' Headquarters is situated just off Charlotte Square in Edinburgh and oversees the UK & European operations based in Fochabers.

The European Business has a turnover of circa £140m across their sites, which also incorporates two specialist manufacturers, Manor Vinegar, one of Europe's largest vinegar producers, and Orexis Fresh Foods, a leading London-based chilled foods business specialising in ready-to-eat products.

Current Opportunity

A new vacancy has arisen within Baxters Europe, representing an excellent opportunity to join their market-leading team as a Payroll Supervisor based in either Fochabers or Edinburgh.

This role offers a fantastic opportunity to further your career within a reputable business that has made itself a well-established household name over many years.





Position Overview

Job Title:	Payroll Supervisor
Location:	Fochabers / Edinburgh

Principal Purpose of the Role:

- Manage 2 weekly and 3 monthly UK payrolls, tracking mandatory payroll reporting deadlines, ensuring all returns are submitted to maintain compliance and coordinating the reconciliation process
- Work closely with Line Management and the HR Team to provide professional payroll advice and solutions

Main Accountabilities:

- *Payroll Processing:* Oversee the Payroll function ensuring all payrolls and related returns are completed accurately and on time for Management Approval. Process employee details and payroll adjustments as required, ensuring relevant authorisations are in place
- *Reconciliation:* Complete the monthly balance sheet reconciliation process to agreed deadlines
- *Pension Processing:* Reconcile and upload pension contributions, managing the enrolment process directly with the pension provider
- *Continuous Improvement:* Regularly audit the payroll process, developing and refining processes and procedures as required
- *HMRC Submissions:* Ensure monthly RTI deduction schedules are prepared and submitted for review ahead of payment deadlines
- *Year-End Returns:* Prepare reports, including P11ds and PSAs where required, process P45 / P46's & P60's
- *Metrics / Business Information:* Prepare and analyse reports for other departments, gain insights, and create meaningful actions. Report on activity via appropriate metrics / KPIs / stats that are insightful to the business and are supported by solutions which drive the right behaviours
- *Communication:* Work with the HR and Finance teams to ensure good, two-way sharing of information and identify ways to improve and maximise collaboration through technology. Deal with payroll-related queries from employees and outside agencies
- *Team Development:* Supervise and mentor the Payroll Assistant, own their training and development to enable progression and / or growth



Person Specification

Essential:

- Has processed end-to-end (both weekly and monthly) payrolls within an online timesheet and / or manufacturing setting using a computerised payroll system
- A full understanding of PAYE, NI, statutory payments, deductions and autoenrollment essential, as well as an up-to-date knowledge of payroll legislation
- Can demonstrate a high level of accuracy, strong attention to detail and ability to work under pressure to tight deadlines
- An understanding of basic accounting principles, journals and balance sheet reconciliations preferred
- Intermediate Microsoft Excel and Word skills e.g. able to use basic formulas, pivot tables and V lookups
- Excellent written and verbal communication skills. Confident in dealing with a variety of internal and external contacts. Excels at working autonomously, can rely on their initiative and is self-motivated

Desirable:

- Has used accounting software, in particular Oracle
- CIPP or other relevant qualifications advantageous
- Experience of Advanced Flexipay





Values

Be Collaborative:

- We are one worldwide family, supporting one another to achieve our shared goals

Be Brilliant:

- We are ambitious and share inspired ideas that will evolve our business

Be Accountable:

- We take ownership and pride in the work that we do

Be Responsible:

- We are committed to always doing the right thing and acting in a sustainable, ethical way

Be Respectful:

- We treat each other with openness and clarity, fairness and inclusion





Salary:	Competitive and in line with experience
Benefits:	Hybrid working, pension contributions, holiday allowance, life assurance and health insurance

For more information on remuneration, please contact Nadia Stahl at Rutherford Cross.



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The Recruitment Process

- To find out more about the role, please contact Baxters' retained advisor, Nadia Stahl at Rutherford Cross by emailing nadiastahl@rutherfordcross.com
- Selected professionals will then be invited to interview with selected shareholders and stakeholders
- All third-party applications, enquiries and direct approaches to Baxters Food Group will be referred to Rutherford Cross