

Payroll and HR Assistant – MAT Cover

Full time: Monday – Friday, 07.00-16.00 OR 08.00-17.00, 40h per week.

Fixed term contract: May 2026 – June 2027

Reporting to: HR Project Manager

Salary: from £28,000 depending on experience and qualifications

Overview

At **Coombe Fisheries Group**, we're on a mission to deliver **Premium British Seafood** to Global markets while embracing our core value: **One Crew, One Goal**. While our culture is still evolving, we're looking for people who can bring positivity, teamwork, and dedication to help us shape the future of our company. We operate all year round, processing and handling Premium British Seafood.

Join our HR team today and be part of our journey, the role is diverse and supports the HR division for all aspects of the group including Coombe Fisheries Ltd and Peninsula Seafoods. You will be responsible for all aspects of Payroll and HR. To assist and support the HR Manager to the highest standard in all aspects.

Why Join Us?

- Perks and Benefits:
 - On-site free parking
 - Cycle-to-work scheme.
 - 28 days of paid annual leave (inclusive of bank holidays).
 - Company Employee Discount Scheme and auto-enrolment into the Company Pension Scheme.
 - Free Employee Assistance Helpline (EAP)
 - Regular team building activities
 - £1000 employee referral scheme
 - Company accommodation available

What to Expect:

- A fast-paced role, working with fresh Premium British Seafood. Perfect for those who thrive in an active, hands-on environments!
- It's a Seafood factory! So yes it can get a bit 'fishy' at times, but with superb office space, canteen facilities and access direct to the tarka trail! What more could you want!
- This is an ideal role for a keen individual looking for their next career step, so go on – apply now and join our exceptionally hardworking dedicated team now!

What We're Looking For:

- Strong systems skills including use of Sage 50 Payroll.
- Excellent Excel skills.
- A "can-do" attitude and the ability to work hard under pressure.
- Strong attention to detail.
- Willingness to work across different areas of the group.
- Excellent communication skills and a commitment to learning.
- The ability to be flexible whilst being able to self-organise work load and meet deadlines.
- Previous experience in a similar role (min. 2 years payroll).
- Strong working knowledge of UK employment and PAYE legislation.
- CIPD Qualified (desirable).

Key Responsibilities:

Payroll Accountabilities

- Processing of payroll (e.g. new hires, terminations, pay rate changes).
- Processing of all payrolls across the organisation and associated businesses where required to strict deadlines, ensuring all statutory reporting is completed in an accurate and timely manner.
- Ensure compliance with relevant laws and internal policies.
- Liaise with auditors and manage payroll tax audits and HMRC Payroll audits where required.
- Collaborate with Finance team.
- Maintain accurate records and prepare reports.
- Resolve issues and answer payroll-related questions.
- Coordinate timekeeping and payroll systems.
- Management of the workplace pension platform

HR Accountabilities

- Represent the HR function consistently and with professionalism. Creating strong foundations with management and colleagues.
- Advise managers on the terms and conditions of employment sharing best practice with them.
- Provide first line advice on current and existing benefits for employees and managers.
- Ensure legal compliance and best practice is met in all HR activities. Ensuring compliance with group policies and procedures.
- Organising staff training sessions and activities.
- Monitoring staff performance and attendance, supporting management with procedures and processes.

Recruitment Accountabilities

- Ensuring candidates have the right to work at the organisation.
- Lead recruitment strategy and oversee its implementation.
- Provide advice on recruitment and selection strategies.
- Support the recruitment process – writing job descriptions and preparing interview questions and application forms etc.
- Develop and maintain an effective induction program and conduct all new starter inductions.
- Integrate new employees into staff accommodation as and when required.

Ad-Hoc

- Producing daily, weekly and monthly reports for various departments and audits both external and internal.
- Management and provision of HR data including data input, as necessary.
- Maintain and update HR database systems and the Time and Attendance system.
- Assist with management of staff company houses and communicate with house managers to ensure house procedures are followed. Working closely with the property manager as and when.
- Ad/hoc HR projects as and when required.

Apply now to join our team!
recruitment@coombefish.co.uk

Food Safety Culture

Coombe Fisheries Limited (the Company) are committed to ensuring that staff work in an environment that is inclusive with shared values, beliefs and norms that instil valued personal attitudes and behaviour towards food safety in, across and throughout the organization.

The Company wish staff to share these values and, in that respect, welcome suggestions for personal and Company improvements and involvement.

