

## Payroll Officer

### About the organisation

Age UK Lincoln and South Lincolnshire is an independent local charity, part of the Age UK brand partnership. We are a fast paced, forward thinking and friendly organisation, supporting more than 5000 people every week. Based at our activity centre on Park Street in Lincoln, we support clients right across the county through activities, social groups and the many services we provide.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

To improve the lives of older people	Caring & Understanding
To increase our organisation's financial sustainability and contribution to the local economy	Dedicated & Passionate
To be leaders in providing high quality services and achieve customer excellence	Dignity & Respect
To be a partner of choice	Independence
To be an employer of choice for staff and volunteers	Compassionate

We employ more than 260 people in 19 different departments who are supported by more than 150 volunteers. As we continue to grow as an organisation, we are looking for the right people to join us. If you're motivated by our vision, believe in our strategic priorities and embody our values in everything you do, why not apply for a role at Age UK Lincoln & South Lincolnshire.

### Our recruitment and selection process

All candidates are required to complete our [application form](#) to ensure a fair and consistent process; CVs will not be accepted.

The questions we ask are designed to capture the key information about your employment history and the skills and qualifications you have gained whilst at work or in education. We encourage applicants to use the job description and person specification when completing their application to demonstrate they understand the role for which they are applying.

Applications are sent to the hiring managers for short listing once the job advert has closed. In some cases, your application may be sent before the closing date if a sufficient number of applications are received.

We are unable to provide feedback on any application received by the organisation.

## Job Description

<b>Job title:</b>	Payroll Officer
<b>Department:</b>	HR
<b>Location:</b>	Office based (36 Park Street, Lincoln LN1 1UQ)
<b>Hours of work:</b>	20 hours a week
<b>Contact:</b>	Permanent
<b>Responsible to:</b>	HR Manager
<b>Job purpose:</b>	Responsible for the efficient processing and delivery of all aspects of two in-house payrolls. As Payroll Officer, you will ensure that all regulatory and legal requirements are met to a high standard. Providing excellent service delivery to all employees and working with other departments to ensure that operational excellence is achieved.

### Key Responsibilities:

- Manage the end-to-end monthly payroll cycle (c260 employees), including processing new joiners, leavers, contractual variations, and absences as notified by the wider HR Team.
- Ensure accurate reflection of all payroll and pensions information in the payroll software.
- Maintain payroll inbox responding to all queries in a timely manner.
- Supporting the preparation for all input for payrolls flowing from numerous channels.
- Provide accurate and timely reporting, monthly/quarterly/annual returns.
- Support payroll audits as required.
- Use own initiative to resolve issues and to assist the team where possible.
- Support payroll projects.
- Review net salary calculations as part of pre-payroll validations.
- Ensure compliance with payroll laws, including taxes and pensions.
- Capture and apply HMRC tax code changes and ensure accuracy in payroll data.
- Reconcile payroll outputs and provide explanations for month-on-month net pay variances.
- Provide authority for BACS payments for net pay, HMRC liabilities, and pension contributions.
- Maintain and protect payroll operations by keeping all information confidential, adhering to GDPR regulations.
- Maintain, update and help create relevant Payroll policies and procedures.
- Actively respond to queries from employees, other departments and external agencies such as HMRC.
- Maintain the payroll procedures manual which summarises payroll policy and rules.
- As directed, work with other departments to consolidate and analyse data as required.
- Support the HR Team and the Finance Team with administrative tasks.
- Ensure applicable deductions made and reported accurately.
- Work with multiple vendors to deliver ongoing benefits to team members and ensure a good team member experience across multiple departments.
- Enrol starters/administer leavers to benefit programmes as required.

- Ensure reporting compliance where required including the preparation of benefits data feeding into P11D's.
- Assisting with general queries.
- Carry out all other duties as reasonable requested by your Line Manager.

## Additional Information

### Probation Period

All employees are subject to a six-month probationary period.

### DBS (Disclosure & Barring Service)

This post requires an enhanced DBS check (adult's barred list).

## Conditions of Employment

- Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents> to find out what documents we can accept as proof of identity)

## Person Specification

E	Essential	D	Desirable	A	Application	I	Interview
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### Experience

Experience of working in an office environment	E	A/I
Experience of using a finance software programme	E	A/I
Experience of working in a finance environment	E	A/I
Experience of using Exchequer accounting	D	A/I
Experience of payroll	E	A/I

### Knowledge

Understanding and appreciation of the needs of older people and persons at risk	D	A/I
Excellent two-way communication skills with proven ability to communicate effectively both verbally and in writing and liaise effectively with people at all levels and from a variety of cultural backgrounds	E	A/I

Good knowledge of Microsoft Office programs including Word and Excel	E	A/I
Good financial and analytical skills and experience	E	A/I
Good financial knowledge and experience of payroll and functions	E	I
Awareness of the function of Age UK Lincoln & South Lincolnshire services and support	D	A/I

### Education & Qualifications

Good standard of general education, including GCSE grade C or higher in Maths and English, or equivalent	E	A/I
Recognised Payroll qualification or relevant experience	E	A/I
Evidence of training and ongoing development	D	A/I

### Personal Qualities

Professional with the ability to maintain confidentiality levels at all times	E	I
Ability to work effectively as part of a team, with the initiative to work alone when required	E	I
Approachable, empathetic, friendly and able to get on with others and be a strong team player	E	I
Willing to accept instruction and responsibility	E	A/I
Excellent organiser, proactive and a good time keeper	E	A/I
Flexible approach, enthusiastic and outgoing	E	A/I
Good local knowledge of services for older people	E	A/I
Willing to accept instruction and responsibility	E	A/I
Understanding the importance of and commitment to confidentiality	E	A/I
Commitment to providing a person-centred service	E	A/I
Self-motivated and able to inspire others	E	A/I
Adopts a flexible and cooperative approach to work	E	A/I
Ability to work as part of a fast paced, dynamic team	E	A/I
Remain professional at all times	E	A/I

To find out more about this role please email [HR@ageuklsl.org.uk](mailto:HR@ageuklsl.org.uk) or call 0345 556 4144 and ask to speak to a member of the HR team.