Job Description

Job title: **HR and Payroll Officer**

Job purpose: The HR & Payroll Officer provides a single point of accountability for human resources and payroll across all companies in the Bristol Charities group. The contract will specify that the role is 50:50 joint employment role across Bristol Charities and Props. The role includes the implementation of a new HR and payroll system to harmonise procedures across the group. Key responsibilities:

1. **Recruitment and onboarding**
2. **HR support**
3. **Payroll**
4. **Implementation of new system**

Reporting to: **Head of Resources**

Based: **The Vassall Centre**

Salary: **£32,000 - £35,000 negotiable (according to skills and experience)**

Hours: **35 hours a week, permanent role**

Annual Leave: **29 days plus bank holidays pro rata**

Activities	Description of activities and responsibilities

Recruitment and onboarding	• Manage the full recruitment process across group companies: preparing job descriptions, liaising with Comms team to create and post advertisements, screening applications, coordinating interviews, communicating with applicants, drafting offers and contracts, and maintaining the recruitment records.
	• Carry out right-to-work checks in line with the Home Office guidance and maintain evidence for all new starters.
	• Carry out other pre-employment checks (such as references and DBS checks) as required and ensure all new starter documentation is complete and filed appropriately.
	• Liaise with line managers and other staff as needed to plan and monitor the delivery of:
	  ○ Induction and initial training
	  ○ Workstation and equipment requirements

	○ Access to IT systems
HR support	• Act as the system owner and first-line administrator for the group's HR information. • Maintain accurate records for absence, annual leave, TOIL (time off in lieu), and overtime, ensuring accruals, entitlements and usage are calculated correctly and in line with each company's contracts and policies. • Administer contract changes: new contracts, variations to hours, salary, or terms, promotions, secondments, and leavers, ensuring documentation is issued and records updated accurately and on time. • Produce management information from the HR systems for the leadership team: such as headcount, absence levels, turnover, and leave liabilities. • Ensure employee data is handled in line with UK GDPR and data protection requirements, with appropriate retention, access controls and confidentiality. • Assist line managers and staff with queries and problems relating to HR and the charity's associated policies, with the support of the Head of Resources. • Assist in any formal HR meetings and processes, for example by taking minutes.
Payroll	• Gather and validate all payroll input data: starters, leavers, contractual changes, sickness, overtime etc. • Ensure that tax code changes, changes to student loan deductions, statutory payments (SSP, SMP, SPP, SAP), pension contributions, attachments of earnings and any other compliance related information is processed. • Check and reconcile payroll calculations and obtaining sign off from Head of Resources and COO / Props CEO. • Ensure staff are paid accurately and on time in every pay period, with payslips issued and any errors investigated and corrected promptly. • Investigate and resolve payroll queries from employees and managers, and reconcile payroll to the finance ledger each month, working closely with the finance team.

	• Ensure all Real Time Information (RTI) submissions are made to HMRC accurately and on time: Full Payment Submissions (FPS), Employer Payment Summaries (EPS), and any earlier-year updates or corrections. • Reconcile amounts owed to HMRC each period, liaising with colleagues to ensure payments are made, and managing tax year-end activities including P60s, P11Ds, PAYE Settlement agreements and the final submissions of the tax year. • Ensure pension auto-enrolment duties are met: assess eligibility each pay period, enrol eligible employees, issue statutory communications, processing opt-ins and opt-outs, and ensure correct contributions are submitted to the pension provider(s) by their deadlines. • Complete re-enrolment and redeclaration cycles on schedule, and act as the point of contact for The Pensions Regulator correspondence. • Prepare and process submissions and payments to any other third-party payments (e.g. court orders, union deductions) by their deadlines. • Administration of other payrolled and non-payrolled benefits. • Keep abreast of changes in HMRC, pensions and employment legislation and ensure the group remains compliant, flagging risks to the leadership team with practical recommendations.
Implementation of new system	• A new group-wide HR and payroll system will replace the separate systems currently used by individual companies in the group. The Head of Resources will be project lead, and the HR and Payroll Officer will assist. • Document the requirements of all group companies, including differences in processing and reporting needs. Support the evaluation and selection of the new system, including due diligence on suppliers, data protection assessment, and cost modelling. • Audit the data held in each existing system (employee records, contracts, holiday and absence balances, TOIL and overtime accruals, payroll history, pension and HMRC references); agree a single source of truth; cleanse and standardise data; and plan and test the migration, including reconciliation checks that balances and entitlements have transferred correctly. • Configure the new system to reflect each company's terms and conditions, pay structures, holiday years, accrual rules, and

	approval workflows. Run structured testing cycles, including parallel payroll runs against the current systems to prove the new system calculates identically before cut-over. • Use the implementation as an opportunity to standardise HR and payroll processes and policies across the group where contracts allow, and document new procedures. • Train managers and employees across all companies on the new system, prepare user guides and support materials, and communicate timelines and expectations clearly. • Plan the migration timetable to minimise risk to pay dates, agree cut-over points for each company, and ensure the first live payroll runs in the new system are checked thoroughly. • Provide support after go-live, resolve issues, capture lessons learned, and ensure the system is embedded and used consistently before closing the project. • Act as system owner for ongoing configuration, upgrades and supplier management.
General duties, Equality & Diversity	• Assist with cover for the functions of other head office staff during staff holiday or sickness. • Any other duties as requested by the Head of Resources or COO (Deputy CEO). • Assist the wider team to deliver Bristol Charities activities. • Abide by Bristol Charities policies, in particular with respect to Equality and Diversity, Health and Safety, Data Protection and Safeguarding. • Represent Bristol Charities in a professional manner at all times and uphold the Organisation's Values, Aims and Objectives. • Attend any training and development events considered necessary, including professional development.

Important note:
This information is provided to assist staff joining the organisation to have an understanding and appreciation of the work content of their post and the role they will play. The list is not exhaustive and is not a complete statement of all the duties and responsibilities of this post. The post holder may be required to carry out any other duties at any time, as directed by their line manager or required by the role.

Person Specification

Description	Essential / Desirable	How assessed
Knowledge and qualifications		
Payroll qualification	Desirable	CV and certificates
HR qualification	Desirable	CV and certificates
Skills and experience		
2 years' experience in running payroll	Essential	CV and interview
2 years' experience in supporting HR	Essential	CV and interview
Proficient in the use of payroll software	Essential	CV and interview
Proficient in the use of HR software	Essential	CV and interview
Good skills in MS Excel	Essential	CV and interview
Bookkeeping skills	Desirable	CV and interview
Competencies and soft skills		
Detail-oriented with a commitment to accuracy and integrity	Essential	Interview
Able to prioritise workload flexibly to meet deadlines	Essential	Interview
Flexible and reliable attitude with good team working skills	Essential	Interview
Willingness to accept coaching, feedback, and guidance	Essential	Interview
Committed to treating all people with respect and without bias	Essential	Interview