

Essex Wildlife Trust

Job Description and Person Specification

Job title: Senior Payroll and HR Systems Officer

Location: Abbots Hall / Hybrid

Reports to: Senior Business Partner – People



Job Purpose

Essex Wildlife Trust is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030, we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife.

Our people are at the heart of everything we do, and our People and Culture team plays a key role in creating an environment where our people can thrive. The HR Information Systems (HRIS) oversees HR administration, managing the employee lifecycle, ensuring legal compliance, and supporting the development and implementation of HR policies.

The Senior Payroll and HR Systems Officer oversees the accurate processing of payroll, ensures the effective management of the HRIS, and develops our insight and reporting capabilities. This role ensures compliance with relevant regulations, maintains data integrity, and provides technical support to the HR team. As technical specialist, this role makes a crucial contribution in implementing the migration to a new integrated payroll system.

The role will support the Trust to attract, develop and retain the best talent by instilling a culture of high performance and continual improvement, delivering high impact and developing the individual and collective expertise to become an employer of choice and align with the scale of future demands.

Key Tasks

Payroll

- Lead on and transact the monthly payroll for the Trust and be the main point of contact with the Trust's managed service provider.
- Ensure that all payroll transactions are accurate and in line with legal and compliance requirements and company policies and maintain all files and systems accurately.
- Responsible for reviewing payroll reports and payslips to ensure post, pay, pension and payroll changes have been actioned with the payroll provider, and highlighting any errors for correction.
- Ensure the accuracy of the final payroll reports for salary payments, and that reports are authorised appropriately.
- Work closely with the HR team and managed service provider to implement the HRIS payroll software migration project.
- Deliver expert advice on payroll matters to the Trust.
- Work with the managed service provider to ensure the correct administration of employee benefits, pensions, and other transactions and deductions.
- Review the internal payroll process and policy, identify and implement improvements in payroll workflows.
- Maintain and optimise payroll systems and processes to enhance efficiency and accuracy.
- Conduct manual calculations as necessary.
- Liaise with Finance colleagues as required.

HRIS and Data Management

- Oversee the day-to-day operations of the HRIS, including system configuration, data integrity, and troubleshooting.
- Review the outstanding HRIS issues log and ensure all issues are rectified, working closely alongside the HRIS service provider.
- Provide user training and develop documentation for users as relevant.
- Oversee data entry, auditing, and quality assurance processes to ensure accurate and up-to-date employee information.
- Generate regular and ad hoc reports, dashboards, and analytics to support HR and organisational decision-making (using systems, PowerBI and spreadsheets).
- Drive our systems roadmap, helping us to become more effective and efficient and enabled through automation and self-service.
- Maintain compliance with data protection regulations (GDPR).
- Assess current HR processes and recommend automation or system enhancements to improve efficiency.
- Collaborate with the HR team to streamline workflows, ensure alignment with best practices and develop processes and practices that support efficiency and collaboration.
- Ensure the security of HRIS data by managing system permissions and user access.
- To undertake any other duties which are commensurate with the role.

Knowledge and Skills

- Professional payroll qualification (CIPP Diploma/Degree or equivalent) or strong payroll knowledge and experience of managing and processing payroll in the UK.
- Strong understanding of HR / Payroll operations processes and systems, including compliance.
- Proficiency in HRIS platforms and strong HR data analytical skills, IT skills and experience of Power BI.
- Report writing experience (HRIS). Proficient at designing reports and dashboards against KPIs to provide insights and inform decision-making in relation to people management.
- Comprehensive understanding of payroll systems, regulations, and best practices.
- Exceptional attention to detail and organisational capabilities.
- Experience with payroll software applications and Microsoft Office suite.
- Knowledge of UK employment law and HR best practices.
- Strong communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
- Problem-solving skills, with a proactive approach to resolving issues and improving processes.
- Collaborative and adaptable, able to work effectively in a fast-paced environment and support the HR team.

Additional Information

- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role is based at Great Wigborough, with hybrid working available.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Signed: _____ Date: _____

Name: _____