



PAYROLL SPECIALIST

Salary: up to £40,000 per annum (pro rata)

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, Employee Assistance Program.

Hours: 22.5 hours per week, between Monday to Friday

Overview: Are you seeking a new opportunity?

Would you like to join a professional, caring and fun team that specialises in supporting and protecting people living with complex epilepsy and healthcare needs?

Here, at The Meath, we are proud to offer a world of possibilities for the people that we support as well as opportunity, learning and progression to our teams.

Job purpose: Joining the HR team, you will be responsible for overseeing the full payroll process, including calculating wages, processing payments, maintaining payroll records, and ensuring compliance with tax laws and labour regulations.

We are a team of four, based in our Skills Centre, and is a fast-paced department where clear, positive & friendly communication joint with a can-do attitude is key to the success of this role.

You will work directly with the HR team, supporting our Residential Services and all department with pay related queries and updates.

This is a new role, and a great opportunity for a detail-oriented professional to make a significant impact within a supportive and innovative environment.

Key responsibilities include:

- Process the monthly payroll for employees (approximately 210), ensuring that employee data, hours and absence records are accurate
- Complete weekly rota checks to confirm hours worked and absences inputted
- Submit payroll information to the payroll provider within agreed deadlines
- Ensure accurate calculation of overtime, bonuses, and deductions
- Investigate and resolve payroll data issues, discrepancies, and errors
- Identify and implement process improvements to enhance payroll accuracy and efficiency
- Maintain and update employee payroll records
- Prepare and submit payroll tax filings and reports
- Ensure compliance with government regulations and company policies
- Coordinate with HR and also the Finance department
- Manage benefits deductions (pensions, insurance, etc.)
- Generate payroll reports for management and auditing purposes
- Stay updated on changes in taxation, pensions, and national insurance legislation, providing guidance to senior leadership and being responsible for the Meath to be compliant, always.

Experience Essential:

- Professional qualification in Payroll or significant demonstrable experience in a similar role.

- Strong understanding of payroll systems and procedures
- Knowledge of tax regulations and labour laws
- High level of accuracy and attention to detail
- Excellent interpersonal skills
- Knowledge and experience of using Microsoft programmes and Outlook calendars.
- Ability to build strong working relationships with stakeholders at all levels.
- Excellent organisational skills
- Discretion – confidential working environment
- Enthusiasm to promote and celebrate the Meath
- Comfortable with working in a fast-paced environment to achieve deadlines

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement