

Payroll Manager

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Company: Simpson Judge Ltd

Location: London Area

Category: other-general

I am proud to be working exclusively with a fantastic London based charity who are seeking their next permanent Payroll Manager. Responsibilities Lead on end-to-end payroll processing ensuring accuracy and that employees are paid on time. Preparing and verifying payroll transactions, ensuring accurate data entry, calculations, deductions, and adjustments for all compensation components. Work closely with the Head of HR to shape and optimise our payroll function, including developing and refining payroll procedures. Implement best practices and stay informed about industry trends and innovations. Maintain a detailed understanding of the payroll rules and legislation, ensuring that we remain compliant with statutory regulations including national minimum wage compliance. Proactively plan for future changes in the legislation and ensure the team are kept up to date on these. Provide support and guidance to the HR team on employment law on salaries and allowances, new starters, leavers and salary amendments ensuring policies are up to date. Ensure monthly statutory absence calculations are accurate. Proactively compile and analyse monthly sickness absence reports for the HR team. Please note that this role requires the successful applicant to work onsite in London 2 days per week.

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