



Payroll Officer

job description



the finer details

Which site am I based at?

Acorn House, Isleport

Which team am I a part of?

Finance & Shared Services

Who do I report to?

People Services Manager

Who do I look after?

N/A

Financial/Capital Accountability

To ensure all payrolls are calculated, reported and paid correctly to our co-owners.

the purpose of your role

Yeo Valley Production aims to Nurture & Nourish People & Planet by Making Great Food the Right Way. Forever. We are an ambitious, purposeful, co-owned business, committed to investing in our people to support our growth.

This role is about managing the day to day operation of the monthly payrolls, being responsible for the accuracy of co-owner payments. The work is varied and continues to evolve to meet business needs. You will also cover for the Weekly payrolls when required and offering support to ensure deadlines are met. This means working with large data sets and being comfortable with data extract, upload, validation and manipulation in Excel.

Maintenance of internal people systems information (Dynamics AX HR and iTrent and e-filing systems (employee records)). We are currently investing in our systems and have recently implemented a new payroll system. A learning mindset and a curiosity around system functionality to evolve processes is encouraged.

Key responsibilities:

- ♥ Process all monthly payrolls including: pensions uploads, FPS and EPS processing. Processing all payroll changes (new starters, leavers, overtime, SMP, SSP, etc); preparing all necessary reports from iTrent and Business Objects, running the payroll calculations and preparation of the BACs payments for the payroll
- ♥ Support the People Service Administrators with maintenance of internal people systems information (Dynamics AX HR and iTrent) and e-filing systems (employee records)
- ♥ Support the People Services Administrators with completion of the on boarding process, in monitoring and reporting on the submission of all new starter paperwork (either via the ATS or paper copies) and following up with Passport checking and referencing as well as administration of the company's payroll and benefits schemes
- ♥ Treat all data and information relevant to Yeo Valley Farms (Production) Ltd, Yeo Valley Farms, Yeo Valley Fruit Ltd, Tideford Organic Foods Ltd and their employees in the strictest confidence.
- ♥ To prepare correspondence relating to changes to terms/conditions and job roles, ensuring payroll are informed of any changes that affect pay and require changes on the central payroll system
- ♥ To create and maintain personnel 'E files' in line with the internal standardised referencing procedure

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qualifications & experience

Essential:

♥ A proven track record of running the payroll process for a similar sized organisation

♥ Extensive payroll experience with excellent

technical skills

♥ Good numerical and academic level of education and good data skills (particularly MS Excel)

♥ Experience of liaising with departmental managers and HMRC

♥ Experience of working within a busy team environment and to tight deadlines

Desirable:

♥ A payroll qualification

♥ Experience of MHR iTrent payroll and Business Objects

♥ Experience of the food manufacturing industry

♥ A mind-set of continuous improvement, using discretion to modify work practices and processes to improve efficiency (whilst maintaining compliance with defined procedures) and identify areas for process improvement for consideration by the People Services Manager

- ♥ Contribute to the consistent achievement of all internal KPIs (aligned to respective functions/department relating to the internal service level agreements in place
- ♥ Be the first point of contact for all payroll technical queries and any queries regarding iTrent and Employee Self Service software issues.
- ♥ Prepare, reconcile and upload the monthly pension files for all companies ensuring payments and related submissions made accurately, on time and in line with delegated authorisations.
- ♥ Administer employee benefits scheme, such as cycle to work and childcare vouchers ensuring deductions are accurate and payments made on time
- ♥ Complete all National Statistics forms for pay information.
- ♥ Prepare any other ad hoc payroll reports, or carry out other tasks as required by the People Services Manager, and ensure all payroll is calculated, reported and paid correctly to our co-owners.

what good looks like for this role

Finance Position Level 1

Understand the impact of business decisions on our P&L, balance sheet and cash flow.

Governance & Risk Management Level 4

Stewardship of an integrated and effective system of governance, risk management, and internal control to ensure that our operating environment supports sustainable organisational success.

Strategic Decision Support & Economic Evaluation Level 0

Production of robust data analysis and investment appraisal techniques to provide timely, accurate and complete insights to support strategic evidence based decision making.

Forecasting & Budgeting Level 0

An understanding of IT security challenges and risks, and knowledge of IT security technologies and techniques to mitigate risks. Types of security include

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data security, application security, information security and infrastructure security.

♥ Experience with system implementation and process changes

Technical Expertise Level 4

Knowledge and understanding of, and ensures compliance with, a set of generally accepted accounting principles and any other applicable legislation in the preparation of financial information to ensure that our published results give a true and fair view of both our performance and by implication management's stewardship of the company's resources. Effective tax and treasury guidance to minimise our liabilities, provide insights for cash management planning and free up cash for the business to use for growth opportunities.

Process Excellence

Level 4

Ensure process excellence in our ways of working, including transaction processing, query resolution and systems expertise.

HR use

Date of last review: 06/06/2023

Job reference no:

Job level: 4S

Job family: Specialist

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