

PAYROLL AND HR OFFICER

This is a new and exciting opportunity to join our HR team to support the continued growth of an established family-owned business in Leeds. Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultra-low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

Reporting to the Head of HR with a dotted line to the Head of Finance, the successful candidate will be responsible for the administration, validation and governance of payroll data, ensuring employee records, timesheets and payroll inputs are accurate and maintained to a high standard. Working closely with Finance, the role will support the delivery of an accurate and compliant payroll process while providing valuable workforce data and insight to support business decision-making.

The role will also provide support to deliver high-quality HR services and be a partner in achieving organisational goals through effective people management, ensuring legal compliance, facilitating change and managing HR processes efficiently.

Key Responsibilities:

Payroll Administration & Workforce Data

- Act as the key liaison between HR, Finance and employees in relation to payroll matters
- Own the collection, validation and administration of payroll inputs including hours worked, overtime, shift premiums, absence and other pay-related information
- Maintain accurate employee payroll records including rates of pay, allowances, salary changes, contractual changes, starters, leavers and other payroll related data/amendments
- Prepare and reconcile monthly payroll data for submission to Finance within agreed deadlines
- Review payroll inputs for accuracy, completeness and anomalies, investigating discrepancies and resolving issues with managers where required
- Support managers in ensuring timely and accurate timesheets and attendance records
- Manage employee payroll queries, providing guidance on payslips, overtime, deductions etc
- Produce regular payroll, overtime, attendance and absence reports for management
- Analyse workforce trends and patterns, identifying opportunities to improve business outcomes
- Support the development and implementation of D365 to improve processes and analysis
- Build effective relationships with internal and external payroll, pension and benefits providers

Human Resources

- Advise and support managers on a range of employment and employee relations matters
- Leading casework through to successful conclusion
- Support induction, probation reviews and appraisal administration
- Advise and support with absence management
- Provide first line HR advice to staff on a range of queries including leave, policies and benefits

- Administer the company's LMS, implement training interventions and maintain training records
- Deliver policy training and updates throughout the employee lifecycle
- Support the recruitment process including generating job descriptions, salary benchmarking, screening candidates and involvement in the interview process
- Support with administration and rigorous record keeping in relation to the companies UKVI sponsor license duties
- Ensure compliance with GDPR and handle sensitive information with discretion
- Support the development and implementation of appropriate HR policies and practices
- Support the analysis of workforce statistics and other information to inform decision making
- Lead and participate in projects which support the organisation to have a thriving workforce e.g. research and implementation of benefits and health and wellbeing initiatives
- Represent the company at careers fairs and open evenings
- Organise company events and internal company updates
- Ensure compliance with Health and Safety Regulations

Skills, Knowledge & Experience:

- Proven experience with UK payroll software (Sage)
- Proficiency in Microsoft Excel (data analysis, formula use)
- Knowledge of UK payroll legislation, including RTI and auto-enrolment
- Familiarity with statutory pay (SSP, SMP, etc.) and deductions
- Ability to reconcile payroll accounts and produce reports
- Strong data-entry skills, attention to detail and discretion and confidentiality when handling sensitive data
- Experience dealing with HMRC reporting and submissions
- Proven generalist HR experience including experience in employee relations cases
- CIPD Level 5 preferred
- In depth knowledge of current and emerging UK Employment Law
- Strong communication skills, both written and verbal, are required for effective collaboration across teams
- Commitment to equality, diversity and continuous improvement
- Demonstrated administrative experience with excellent organisational skills and attention to detail
- Ability to work independently as well as part of a team in a fast-paced environment
- A proactive approach to problem-solving and the ability to handle sensitive information with discretion
- Ability to adapt to new technologies
- Commitment to maintaining confidentiality and data security, GDPR experience desirable
- Good interpersonal skills with a 'can-do' attitude and proactive and adaptable approach to work
- Microsoft Office suite
- Data entry and management
- Proficiency in HRMS platforms; familiarity with D365 is desirable
- iHasco – desirable
- Manufacturing environment desirable

Full time role based in Beeston, Leeds with option to work from home 1 day per week, based around business needs and following successful probation.

Salary and benefits:

- Salary negotiable depending on experience
- 37.5 hours per week Monday to Friday, office based
- 25 days holiday per year plus bank holidays
- Company Profit Share Scheme (paid quarterly)
- Healthcare Cash Plan and Employee Assistance Programme
- Electric Vehicle salary sacrifice scheme
- Bike to work scheme
- Pension
- Parking on site

Please email your CV along with a covering letter, detailing your current salary, to hr@wilsonpowersolutions.co.uk. All applicants must be able to demonstrate their right to work in the UK. No Agencies.