

Payroll and HR Systems Support Officer

Job purpose: to provide high quality and reliable customer-focused support and advice on payroll and HR systems matters, ensuring compliance with statutory requirements and Law Society policies and procedures.

Contribute to enhancing the efficiency and effectiveness of the People and Organisational Development Department to help deliver the Law Society's People Strategy.

Key Accountabilities:

Payroll and Benefits:

- Provide first-line advice and guidance to internal and external stakeholders on all aspects of payroll and benefits processing, compliance, discrepancies and queries in accordance with HR and payroll legislation/regulations, company policy, and payroll best practices
- Provide suitable and reasonable support to the Payroll and Benefits Lead
- Support monthly and year end processes for the Law Society's payrolls ensuring all legal, HMRC and internal finance requirements are fulfilled to the highest possible standards
- Support internal and external audit processes by providing accurate documentation, facilitating timely responses to audit enquiries
- Support the administration and management of workplace pension schemes and other employee benefits (e.g., private medical insurance, life insurance, childcare vouchers, health club membership)
- Ensure payroll and benefits related intranet content is regularly reviewed, updated and communicated as required

HR Systems:

- Provide suitable and reasonable support to the HR Systems and Information Lead
- Provide HR colleagues and other users first line, technical advice and guidance on all HR systems related queries
- Assist with the delivery of comprehensive support for all user training needs, ensuring employees are equipped with the essential skills and knowledge to effectively utilise the Law Society's HR systems

- Support on all aspects of systems administration including enhancements, user acceptance testing, system upgrades, projects and other associated tasks
- Assist with the creation, configuration, delivery and maintenance of the HR report repository, ensuring accurate and timely data production
- Assist with the creation and maintenance of training materials to support all HR systems users
- Ensure HR systems related intranet content is regularly reviewed, updated and communicated as required

General:

- Proactively keep up to date with developments in HR and payroll legislation/regulations and best practice, knowledge sharing within the team to ensure continuous development and improvement
- Identify opportunities to make proactive changes in work practices that contribute to continuous business improvement
- Ensure appropriate record keeping and data accuracy for audit purposes, including ensuring compliance with GDPR regulations in line with processes defined by the Law Society
- Perform such duties consistent with your role as may from time to time be assigned to you

Knowledge, skills and experience

Essential:

- Demonstrable experience in Payroll and HR Systems administration
- Relevant experience in the application of HR and Payroll policies and practices
- Experience working with HR and Payroll Information Systems/Software, particularly iTrent
- Proficiency using Microsoft Office applications, particularly Excel
- Strong organisation, verbal and written communication skills with a high level of attention to detail
- Ability to handle sensitive information with confidentiality

Knowledge, skills and experience

Desirable:

- Relevant Payroll or HR qualification, or equivalent relevant experience
- Knowledge of working in a regulatory, institute or membership organisation
- Previous experience in Benefits administration
- Experience using:
 - ePloy Applicant Tracking System
 - Microsoft Power BI
 - Business Objects

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| <ul style="list-style-type: none">• Strong self-awareness and excellent interpersonal skills, with the ability to build effective working relationships with a broad range of colleagues across the Law Society• A proactive and solution-oriented mindset• Ability to work flexibly, independently and as part of a team• Knowledge of HR and payroll regulations and GDPR compliance• Self-motivated with the ability to work at pace and with minimal supervision• Ability to successfully work on multiple pieces of work at the same time, without compromising quality or delivery time• A constructive, balanced and positive approach to work that exemplifies the Law Society's values• A proactive approach to supporting a respectful and welcoming environment at the Law Society | |
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Dimensions

Reports to: Payroll and Benefits Lead, with dotted management line to HR Systems and Information Lead

Operating environment: Approximately 420 employees across the Law Society; 17 colleagues in the People and Organisational Development department

Office location: 113 Chancery Lane, London, WC2A 1PL

Working hours: 35 hours per week, 9:00am to 5:00pm, but additional hours may be required. We are happy to consider flexible working patterns. Our team's agreed approach to hybrid working is for up to 60% of the time working from home and 40% working in the office.

Organisation Chart

