

# Yorkshire Housing Role Profile

<b>Job title:</b>	Payroll Specialist	<b>Leader of others:</b>	No
<b>Reports to:</b>	People Operations and Reward Manager	<b>Contract type:</b>	Agile Homeworking
<b>Business area:</b>	People and Culture	<b>Car allowance:</b>	No
<b>Budget holder:</b>	No	<b>DBS required:</b>	No

## Job purpose

Have full responsibility for the delivery and management of Yorkshire Housing's payroll, ensuring an efficient, effective and accurate service. Ensuring all colleagues are paid on time in accordance with their contract of employment and there is full compliance with statutory requirements and financial legislation.

Providing an expert and professional payroll and pension service and acting as subject matter expert for statutory and procedural matters.

## Key responsibilities

- Providing an efficient Payroll service as well as overall responsibility for the production and management of the company payroll, ensuring colleagues are paid on time in accordance with their terms and conditions.
- Ensuring the business is compliant with all legislative and regulatory requirements, in addition to policy guidelines.
- Ensure Payroll reconciliations are conducted in accordance with processes and procedures, ensuring all changes are correctly authorised and implemented.
- Process Payroll in a timely and accurate manner, including all statutory payments such as SSP, SMP, SPP, SAP are adhered to and NMW and salary sacrifice rules are met.
- Responsibility for meeting statutory and legislative requirements for the company pension scheme.
- Process pension Auto Enrolment, ensuring payment and reconciliation to pension providers.
- Responsible for processing and ensuring pension administration, including pension auto-enrolment is supported and maintained accurately, working closely with third party pension provider to deliver an effective and efficient service.
- Prepare and send all financial reports for the general ledger and engaging with the Finance team for all reporting requirements.
- Complete the production of all RTI and year-end returns including P60's, P11Ds, PAYE Settlement Agreement and reconciliation of monthly PAYE and NI deductions for P35 purposes.
- Maintain accurate records, whilst adhering to audit requirements, GDPR and HMRC compliance.
- Respond to and resolve queries on a range of payroll and pension issues from managers, colleagues and third parties whilst escalating any areas of concern or risk to the relevant person.
- Identify and implement continuous improvements to maximise system functionality and developments which deliver efficiencies within the service and support the needs of the business.
- Maintenance and delivery of third party payments including HMRC, pension and other benefits.

- Compiling all year end data to comply with both internal and external audit requirements.
- Develops robust relationships with internal/external customers and key stakeholders.

## What you'll bring to the role

### The main things:

- CIPP qualified
- Knowledge and experience of UK payroll operations and current statutory legislation (SSP/SMP/PAYE/NIC etc) and pension requirements.
- Previous experience of working in a stand-alone role delivering payroll with the use of IRIS payroll systems.
- Initiative and problem solving – conscientious problem solver with the ability to streamline processes to ensure it meets the needs of the business whilst maximising efficiencies.
- Collaborative – operates with colleagues and stakeholders across the business to deliver joint success, able to build and maintain effective relationships whilst working as part of a team.
- Accuracy – possesses a high degree of numeracy, accuracy and attention to detail.
- Methodical and well organised with an ability to plan work priorities to achieve deadlines.
- Strong written and verbal communication skills including the ability to handle difficult and sensitive situations.
- Eagerness to develop own skills and adapt to change.
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.

### It would be a bonus if you have:

- Experience of using Cascade.
- Experience of working as part of a People Operations team.

### Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

**Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say

**Be curious** • Think differently • Ask questions • Keep learning

**Make it happen** • Own it • Do it • Be empowered

**Achieve impact** • Do things that matter • Deliver results • Show pride and passion

**Have fun** • Enjoy work • Be yourself • Stay connected

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

### Date Role Profile last reviewed:

January 2026