

HR and Payroll Coordinator

About the organisation

Age UK Lincolnshire is an independent local charity, part of the Age UK brand partnership. We are a fast paced, forward thinking and friendly organisation, supporting more than 6000 people every month. Based at our activity centre on Park Street in Lincoln, we support clients right across the county through activities, social groups and the many services we provide.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

To improve the lives of older people	Caring & Understanding
To increase our organisation's financial sustainability and contribution to the local economy	Dedicated & Passionate
To be leaders in providing high quality services and achieve customer excellence	Dignity & Respect
To be a partner of choice	Independence
To be an employer of choice for staff and volunteers	Compassionate

We employ more than 260 people in 19 different departments who are supported by more than 200 volunteers. As we continue to grow as an organisation, we are looking for the right people to join us. If you're motivated by our vision, believe in our strategic priorities and embody our values in everything you do, why not apply for a role at Age UK Lincolnshire.

Our recruitment and selection process

All candidates are required to complete our [application form](#) to ensure a fair and consistent process; CVs will not be accepted.

The questions we ask are designed to capture the key information about your employment history and the skills and qualifications you have gained whilst at work or in education. We encourage applicants to use the job description and person specification when completing their application to demonstrate they understand the role for which they are applying.

Applications are sent to the hiring managers for short listing once the job advert has closed. In some cases, your application may be sent before the closing date if a sufficient number of applications are received.

We are unable to provide feedback on any application received by the organisation.

Job Description

Job title:	HR & Payroll Coordinator
Department:	HR
Location:	Lincoln office based
Hours of work:	08:30 and 16:00 Monday to Friday
Contract:	35 hours per week
Responsible to:	HR Manager
Job purpose:	<p>To deliver a professional and efficient HR service by maintaining accurate employee records, supporting recruitment and onboarding, coordinating key employee lifecycle processes, and acting as a confidential first point of contact for HR related queries. Alongside these responsibilities, the role is responsible for running the full end-to-end payroll process each month, ensuring all payments, deductions, statutory requirements, and reporting are completed accurately and on time.</p> <p>Through strong administration, data integrity, and compliance with employment and payroll legislation, the role supports smooth organisational operations and contributes to continuous improvement across both HR and payroll functions.</p>

Key Responsibilities:

Payroll

- Process monthly payroll including pensions, statutory payments, and deductions.
- Verify and collate payroll data (new starters, leavers, salary changes, overtime, absences), working with line managers to ensure the information is accurate and provided in a timely manner.
- Ensure compliance with HMRC, GDPR, Employment Law, and payroll legislation.
- Issue statutory documents (P45s, P60s, payslips) within required timelines.
- Reconcile payroll outputs and explain variances.
- Manage pension schemes and payroll queries.
- Prepare payment files for CEO approval.
- Support audits and maintain payroll policies and procedures.
- Monitor regulatory changes and update processes accordingly.
- Provide Gender Pay Gap reporting.
- Assisting with invoicing and taking payments from clients.

HR

- Maintain accurate employee records in HR systems (Iris Cascade) in line with GDPR.

- Support recruitment (advertising, scheduling, interview coordination).
- Conduct regular audits of employee records, proactively follow up on outstanding documentation, and ensure accurate updates across both internal and external employee databases.
- Prepare and deliver comprehensive reports on absences, annual leave, and other workforce data as required.
- Coordinate onboarding (contracts, right-to-work checks, references, DBS).
- Manage leaver processes including exit interviews.
- Act as first point of contact for HR queries, ensuring confidentiality.
- Monitor probation periods and support reviews.
- Organise HR inductions and generate HR reports (absence, turnover, holiday).
- Assist with general HR administration and projects as required.
- Carry out all other duties as reasonable requested by your Line Manager.

Person Specification

E	Essential	D	Desirable	A	Application	I	Interview
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Experience

Proven experience in both payroll coordination and HR systems administration.	E	A/I
Experience of using Sage Intacct accounting	D	A/I
Experience running complex payroll (which includes time & attendance, overtime and different pay elements)	E	A/I

Knowledge

Understanding the importance and commitment to confidentiality	E	A/I
Strong Excel skills and the ability to manipulate and interpret data.	E	A/I
Knowledge of UK payroll legislation, tax codes, statutory payments, and pension auto-enrolment.	E	A/I

Education & Qualifications

Recognised Payroll qualification or relevant experience	E	A/I
Good standard of general education, including GCSE grade C or higher in Maths and English, or equivalent	E	A/I
CIPD Level 3 or above / CIPP qualification	D	A/I

Personal Qualities

Excellent attention to detail and a methodical approach to problem-solving	E	I
Reliable and good time management skills	E	I
Ability to work collaboratively within a team environment while also being self-motivated.	E	I

Strong communication and interpersonal skills	E	A/I
Ability to handle confidential information with discretion	E	A/I
Ability to perform the duties required; safely and to a high standard	E	A/I
Willingness to take personal responsibility for standard of work	E	A/I
Willingness to attend training as appropriate to the role	E	A/I

Additional Information

Probation Period

All employees are subject to a six-month probationary period.

DBS (Disclosure & Barring Service)

This post requires an enhanced DBS check (adult's barred list).

Conditions of Employment

- Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checkingguidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primaryidentity-documents> to find out what documents we can accept as proof of identity)

To find out more about this role please email hr@ageuklincolnshire.org.uk or call 01522 696 000 and ask to speak to a member of the HR team.