

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:	<ul style="list-style-type: none"> - Supporting the Payroll and Pensions team with payroll processing and the final stages for the implementation of our new Payroll and HR system, iTrent.
You'll report to:	<ul style="list-style-type: none"> - Pensions and Payroll Manager
Your hours	<ul style="list-style-type: none"> - 37.5 hours per week. - Typical working hours will be Monday – Friday, 8.30am – 5.00pm.
Your relationships:	<ul style="list-style-type: none"> - Colleagues within the Payroll and Pensions teams, - Colleagues across the Society requiring advice and guidance with any payroll queries. - External contacts, including payroll system consultants and local authorities.
What you'll bring to us:	<p>Payroll specific:</p> <ul style="list-style-type: none"> - High level of understanding regarding Payroll processes and practices – particularly end to end processing, payroll reconciliation, statutory payments, CIS returns, absence, RTI and new colleagues. <p>Other:</p> <ul style="list-style-type: none"> - Extensive Payroll experience in running payrolls preferably of 500 + employees on multiple applications. - Able to prioritise and manage own workload, working autonomously in a structured environment with a professional and approachable manner. - Proven supervisory experience and extensive technical payroll knowledge is essential. - Adaptable, resilient, and focused on meeting deadlines throughout the project cycle.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society's ongoing success in this role by...

Your duties and responsibilities

- Supporting senior payroll colleagues with parallel run payroll processing on our legacy (TeamSpirit) and new (iTrent) payroll systems, meeting any end to end payroll deadlines alongside identifying and resolving issues.
- Processing CIS returns alongside verifying sub-contractors and payment reconciliations.
- Reconciling PAYE payments to HMRC via payroll reports and our accounting system, alongside posting payroll entries onto our finance system.
- Reconciling payroll expenditure to our accounting system alongside running payroll reports from our existing payroll system.
- Assisting with the creation of process flow documents with the project team, relating to future payroll business as usual.
- Assisting with the reconciliation and verification of the migration of data from TeamSpirit to iTrent, ensuring data accuracy and integrity.
- Assisting with the implementation of best practices for payroll processing and system usage alongside the Payroll and Pensions Manager, ensuring compliance with Society policies and legal regulations.
- Completing data entry in both Team Spirit and iTrent to ensure both systems are maintained and kept up to date.
- Processing manual checks for OSP/SSP, parental payments, tax, NI and pensions, fully explaining any outcomes to all levels within the business.
- Reviewing iTrent records to validate position changes, sickness and absence records (including working patterns) and qualifying earnings for tax and National Insurance differences.
- Working closely with HR, finance, and IT teams to ensure seamless processing and operation of both payroll systems.



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.