HR Compliance Officer

Fixed-Term Contract:	12-Months, with potential for extension or renewal
Probation:	6-Months
Closing date:	4th December 2026
Interviews:	Applications will be reviewed and suitable candidates interviewed on a rolling basis
Start date:	As soon as possible following successful appointment

How to apply

Please submit an **up-to-date CV by email to vacancies@muslimhands.org.uk by no later than 4th December 2026**.

NB:- Applications will be reviewed as they are received and suitable candidates may be invited to interview before the closing date. We therefore encourage early applications and reserve the right to close the advertisement should the right candidate be found before the closing date.

Additional requirements

- Applicants must have the **right to work in the UK**.
- The successful applicant will be required to undertake a **Basic DBS check** as applicable to the role.
- Candidates should hold a relevant qualification or be able to demonstrate equivalent professional experience appropriate to the requirements of the position.

Your level of responsibility

This is an important **checking, coordination and control role** within the HR function.

The HR Compliance Officer will prepare, check, record, monitor and escalate information, but will not independently:

- Approve salary or contractual changes.
- Authorise the organisation's final payroll.
- Make employment decisions.
- Determine how employment law or HR policy should be interpreted in complex cases.

Final approval of payroll and material exceptions will remain with the appropriate authorised manager.

The person we're looking for

You are likely to enjoy this role if you:

- Notice the small details others can miss.
- Like records, systems and processes to be accurate and organised.
- Are comfortable following up when information or approvals are outstanding.
- Can work to recurring monthly deadlines without losing attention to detail.
- Are confident raising discrepancies rather than allowing them to pass unchecked.
- Understand the importance of discretion when working with employee and payroll information.
- Enjoy working collaboratively while taking ownership of your own responsibilities.

You don't need to know everything from day one. If you have solid HR experience, strong attention to detail and the willingness to develop your knowledge of payroll controls and HR compliance, we would be interested in hearing from you!

Person Specification

Employee Name	** T B C **	**Line Manager**	** T B C **
Job Title	HR Compliance Officer	**Line Manager Title**	Head of HR
Division	HR and Organisation Development	**Location (Base)**	Nottingham and Remote (within UK)
Contract Type	Fixed Term **[X]** Permanent **[ ]**	**Contract Duration**	12-month fixed-term contract
Start Date	** T B C **	**Salary**	**Up to £34,999** *depending on experience*

Job Description

Purpose of the Role:

The HR Compliance Officer supports accurate payroll administration and reliable HR records. The postholder prepares and checks approved payroll information, liaises with Payroll administrator with maintaining supporting documentation, and monitors whether agreed HR policies and procedures have been followed.

Expectations of the Postholder:

HR records and systems

- Maintain accurate, complete and up-to-date employee records and HR system data.
- Ensure changes are supported by the appropriate approval and documentation before records are updated.
- Maintain well-organised HR records in line with organisational requirements for access, security and retention.
- Monitor employee records and identify missing, expired or inconsistent information requiring follow-up.
- Help maintain reliable HR data by following through on outstanding documentation and record updates.

Payroll administration and controls

- Coordinate approved payroll instructions for starters, leavers and changes to salary, hours, allowances, deductions and other contractual details.
- Check proposed payroll changes against the required approvals and supporting documentation before submission.
- Identify incomplete or inconsistent information and seek clarification before it progresses.
- Prepare payroll information in line with agreed monthly cut-off dates.
- Liaise with Finance and the Payroll Administrator to help resolve routine payroll queries.
- Reconcile payroll reports against authorised changes and supporting records.
- Maintain a clear audit trail of payroll submissions, approvals, corrections and queries.
- Support payroll year-end administration where required.

HR compliance and process checks

- Use agreed checklists and controls to monitor completion of key HR processes and documentation.
- Check records relating to areas such as onboarding, absence and leave, probation, appraisals and training.
- Complete scheduled checks against current HR policies and procedures, recording the evidence reviewed and highlighting gaps or exceptions.
- Escalate repeated errors, exceptions and overdue actions to the Head of HR.
- Track agreed corrective actions through to completion.
- Help keep HR procedures and checklists effective by identifying guidance that may be unclear, outdated or inconsistently followed.

Reporting and HR team support

- Produce accurate routine reports covering payroll changes, HR record completion, compliance checks and outstanding actions.
- Respond to routine employee and manager queries relating to payroll documentation and HR processes.
- Refer sensitive, complex or higher-risk matters to the appropriate HR colleague.
- Work collaboratively with colleagues across HR, Finance, payroll and management to support accurate and timely HR administration.

General expectations:

- To undertake (/progress towards undertaking) all tasks and duties in an Effective, Efficient, Transparent and Wholly Accountable Manner.
- To undertake any reasonable task or instruction as required by immediate line manager or HR / Senior Management.
- To promote and adhere to all Muslim Hands' Policies and Codes of Practices.

Ideal Candidate will bring:

Essential

- Previous experience working within HR, HR administration or a closely related people function.
- A good practical understanding of UK HR and payroll administration.
- Strong attention to detail with a demonstrable commitment to accuracy.
- Experience maintaining confidential employee records, data or other sensitive documentation.
- Good working knowledge of Microsoft Word and Excel and confidence using digital HR or record-management systems.
- Strong organisational skills, with the ability to manage competing priorities and meet fixed monthly deadlines.
- The confidence to identify discrepancies, follow up missing information and escalate concerns appropriately.
- A professional and responsible approach to handling confidential employee and payroll information.
- Good written and verbal communication skills and the ability to work constructively with colleagues across different departments.

Desirable

- CIPD Level 5 qualification, or an equivalent HR qualification.
- Experience using a Human Resources Management System.
- Previous involvement in payroll administration, payroll checking or monthly payroll preparation.
- Experience undertaking HR compliance, data-quality, record or process checks.
- Experience maintaining audit trails or supporting internal or external audits.

Note: ***This Person Specification is illustrative and non-exhaustive in scope. The post-holder may be required to undertake any reasonable tasks as and when required by line manager from time to time to reflect the changing needs of the Organisation.***