Candidate pack

Payroll and Benefits Officer



MND Association

Every day...

we're here for people affected by Motor Neurone Disease (MND).

A diagnosis of MND brings home the preciousness of every day. So we do all we can to make every day count. We bring understanding and guidance. We deliver practical and financial support. We raise awareness and campaign for better care. We're not just here for now – as the UK's leading charity funder of MND research, we're striving for breakthroughs to develop new treatments and, ultimately, a cure.

MND moves fast. It takes away time, it takes away independence and it has no cure. Every piece of support, every research project, every pound raised, every kind word, and every day lived well...

matters.

Hello



Tanya Curry
Chief Executive

“We’re really pleased you’re interested in joining us and using your expertise, knowledge and time to make a difference to people affected by MND.

We are a charity with big ambitions and are committed to our vision of a world free from MND - we need a strong team to deliver that.

If you’re a great fit for this role, and us, we hope to meet you soon!”

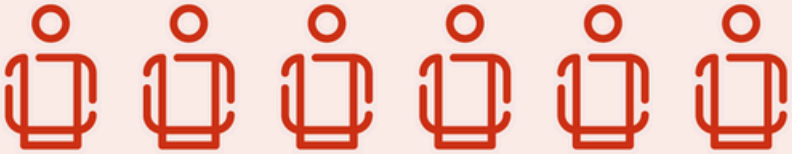
Our vision
A world free from MND.



Our mission
Everyone with MND has choice and control today, and a future driven by research and innovation.

What is MND?

Today, six people



will be told they have MND and six people will die from the disease.

People with MND may lose their voice and movement.



And ultimately, their ability to breathe.

A third of people will die within a year of diagnosis.



More than half will die within two years.

MND is a fatal rapidly, progressing disease.



It affects the brain and spinal cord.

MND doesn't discriminate.



It affects people from all backgrounds and at all ages.

There is no cure for MND.
Together we can change that.


MND Association
Change matters.
Thank you.
MND Association
Today, six people will be diagnosed with Motor Neurone Disease.
Your donation matters.

Our values

Four values guide everything we do, and the way we do it. From how we behave day-to-day, to strategic decisions about our priorities, our values shape it all.

We're one strong team.



We work together as one MND Association – a community of people affected by MND, staff, volunteers and partners. We share a common vision and direction. We value diversity. We support each other. We are collaborative and work in partnership with external organisations and with professionals, scientists and others to further our impact.

We make every day count.



Time is precious. We make the most of it to help people with MND. We are proactive, responsive and efficient. We listen to what people need and support them in doing what's important. We deliver at pace, but take the time needed to do things thoroughly. Every day we create impact for people with MND.

We think big.



We are the UK's leading MND charity. People look to us for expertise and inspiration. We support new approaches, new treatments and new understanding. We are bold and ambitious – we think big and make ideas happen. We go beyond what's expected to find new and better ways of doing things. We help set standards, influence care and drive change to shape a better future for people with MND.

We are determined.



People affected by MND are at the heart of all we do. We work with determination and a drive to make a difference. We have compassion and treat people with dignity and kindness. Every interaction is a chance to show that people affected by MND are heard and valued.

Job description

Job title: Payroll and Benefits Officer

Salary: £33,500 per annum

Location: Northampton

Contract: Permanent

Hours: 37 per week

Reports to: HR Operations & Systems Manager

Job purpose

To provide an accurate, efficient and confidential payroll and benefits administration service across the MND Association, taking responsibility for the management and coordination of the full monthly payroll cycle.

The post holder will also be responsible for administering employee benefits, maintaining accurate payroll and absence records, and managing sickness absence reporting through the Cezanne HR system.

Working closely with HR, Finance and managers, the role will ensure payroll accuracy, statutory compliance, effective reporting and a high-quality employee experience.

Main responsibilities

Payroll Management and Administration

- Manage and coordinate the end-to-end monthly payroll cycle, ensuring employees are paid accurately and on time.
- Process payroll changes, including new starters, leavers, contractual changes, salary adjustments, overtime, allowances, deductions, expenses and statutory payments.
- Calculate and process statutory and occupational payments, including sickness, maternity, paternity, adoption and other relevant leave payments.
- Manage the day to day operations of the expenses system, ensuring new starters are imported, queries are resolved and expenses are exported and processed correctly
- Maintain accurate payroll records and ensure information is reconciled against HR system data.
- Complete pre-payroll checks, identify discrepancies and resolve errors before payroll is finalised.
- Coordinate payroll authorisation and liaise with Finance to ensure accurate reporting and reconciliation.
- Administer payroll-related statutory requirements, including PAYE, National Insurance, pension contributions and HMRC submissions.
- Support year-end payroll activities, including P60s, P11Ds where applicable, and other statutory returns.
- Respond to employee payroll queries promptly, accurately and confidentially.
- Maintain appropriate payroll controls, audit trails and documentation

Employee Benefits Administration

- Coordinate the administration of the Association's employee benefits schemes, ensuring accurate enrolment, amendments and leaver processing.
- Administer workplace pension arrangements, including contributions, auto enrolment, re-enrolment and relevant statutory communications.
- Manage benefit-related payroll deductions and salary sacrifice arrangements, where applicable.
- Liaise with external benefits providers to resolve queries and maintain accurate employee records.
- Support the annual review and renewal of employee benefits arrangements.
- Provide employees with clear information about benefits eligibility, enrolment and changes.
- Maintain accurate benefits data and support reporting on uptake, costs and utilisation.

Absence Management and Reporting

- Take responsibility for maintaining accurate sickness absence records and reporting within the Cezanne HR system.
- Monitor absence data to ensure sickness episodes, absence reasons, return-to-work dates and relevant documentation are recorded correctly.
- Produce regular monthly and quarterly absence reports for HR, managers and senior leadership.
- Analyse sickness absence trends, including absence frequency, duration, days lost, long term absence and departmental patterns.

Main responsibilities

— Monitor absence triggers and provide accurate information to HR Business Partners to support appropriate absence management interventions.
— Support the reconciliation of sickness absence records against payroll calculations and occupational sick pay entitlements.
— Identify data inconsistencies and work with managers and HR colleagues to improve absence recording and reporting standards.
— Contribute to HR dashboards and workforce management information, ensuring data is accurate and available within agreed reporting timescales.

HR Systems and Data Management

— Maintain accurate employee payroll, benefits and absence information across relevant HR and payroll systems.
— Support the effective integration and reconciliation of data between Cezanne, payroll and associated systems.
— Identify opportunities to improve system functionality, data quality and administrative efficiency.
— Support system testing, upgrades and process improvements.
— Ensure sensitive employee and payroll information is managed securely and in accordance with UK GDPR, data protection requirements and Association policies.
— Produce accurate workforce and payroll information to support internal reporting, audits and organisational planning.

Compliance, Reporting and Continuous Improvement

— Ensure payroll processing and associated administration comply with relevant employment legislation, HMRC requirements and internal policies.
— Maintain documented payroll procedures and contribute to business continuity arrangements.
— Support internal and external audits by providing accurate and timely payroll and benefits information.
— Identify and recommend improvements to payroll processes, controls and reporting.
— Work collaboratively with HR, Finance and other stakeholders to deliver an efficient and responsive service.
— Undertake other appropriate duties consistent with the scope and responsibilities of the role.

Essential criteria

— Demonstrable experience of payroll administration, including processing monthly payroll and managing payroll changes.
— Experience of using an integrated HRIS and payroll system.
— Good working knowledge of payroll legislation, PAYE, National Insurance, statutory payments and pension administration.
— Experience of maintaining accurate and confidential employee records.
— Experience of reconciling payroll information and identifying and resolving discrepancies.
— Strong Microsoft Excel skills and experience of producing accurate reports.
— Understanding of data protection and confidentiality requirements when handling personal and financial information.

Desirable criteria

— Experience of using Cezanne HR and/or Cezanne payroll functionality.
— Experience of using Capture Expenses or a comparable expenses management system.
— Experience of administering employee benefits and salary sacrifice schemes.
— Experience of producing and analysing sickness absence management reports.
— Experience of payroll processing within a charity or not-for-profit organisation.
— Knowledge of payroll year-end processes, including statutory reporting requirements.
— Experience of supporting HRIS or payroll system improvements and process automation.
— Relevant payroll qualification, such as CIPP, or working towards one.



What we offer

At the MND Association, we support you to do your best work and thrive within one strong team.

Employment benefits

Hybrid and flexible working
We have a number of regionally-based employees, with our office-based employees working on a hybrid basis with an expectation of one or two days in the office each week.

We are happy to work with you to consider flexible working solutions that support your life and responsibilities as well as the requirements of the role.

Annual leave
28 days holiday, which increases by one day for each complete annual leave year worked (up to a maximum of 33), plus bank holidays. You also have the option to buy up to five additional days' leave through salary sacrifice or to sell back five days.

Pension
We have two schemes available.

- Auto Enrolment Scheme: you and the MND Association both contribute 4% of your net monthly salary.
- Enhanced Salary Sacrifice Scheme: if eligible, you contribute a minimum of 5% and the MND Association contributes 8.1% of your gross monthly salary.

Life assurance
The option to join a life assurance scheme for peace of mind and financial protection for your loved ones.

Health and wellbeing
- **Health cash plan,** which reimburses healthcare costs including dentist, optician, health screening, specialist consultation.
- A 24/7 virtual GP service, called **GP24,** for you and your household.
- A confidential, independent counselling helpline with up to 10 free sessions each year per issue.
- Access to the My Healthy Advantage app.
- Staff and volunteer network groups and forums.
- Mental health first aid scheme.

Cost savings
- Access to the Cycle to Work Scheme so you can save money and spread the cost of buying a bike.
- Access to BenefitHub, which offers a huge range of discounts and cashback plans across hundreds of retailers and providers.

Learning and development

We'll support your professional and personal growth through:

- a comprehensive induction programme
- the Learning Lab, which offers a range of courses
- job shadowing, to strengthen your knowledge in other areas
- the chance to study for an apprenticeship alongside your role.

Working location

Our central office in Northampton is bright and modern with a variety of flexible working spaces, meeting rooms and communal areas. We also have office space in London SE1, close to Borough and London Bridge stations.

Some of our staff are based regionally and work from home.

Francis Crick House
Motor Neurone Disease Association
Francis Crick House
6 Summerhouse Road
Moulton Park
Northampton NN3 6BJ

London office
FORA
180 Borough High Street
London SE1 1LB

Applying for a role

Please apply via our website. Once we've shortlisted, we'll get in touch with all applicants to let you know if you've got to the next stage.

Application notes

- Apply early if you can. If we receive a lot of interest, we may close applications early.
- We are open to part-time applications or job shares – please indicate your preferred working arrangement in your application.
- Please reflect how your experience aligns with our values in your application.
- Depending on the role, you may be required to complete a criminal records check with the Disclosure and Barring Service (DBS).
- If you're successful in securing a role, you will be asked to produce your valid right to work documentation as part of our pre-employment checks. Find out more on **our website.**
- If you require UK visa sponsorship, please clearly indicate this in your application.

Personal data

We will look after any information you provide to the MND Association when applying for a vacancy in accordance with the General Data Protection Regulation (GDPR). We're committed to protecting your personal information and being transparent about what information we hold.

Read our privacy policy here.

Animals in research

We understand that not everyone agrees with the use of animals in research. So, it's important to make you aware that some of the research that we fund involves animals.

MND is complex and, at the moment, animal models are still one of the most powerful tools used to help us understand, prevent and one day cure MND. Much of the progress made to date would not have been possible without them.

Inclusive recruitment

We're committed to providing everyone with the opportunity to compete fairly for roles.

- We're committed to providing everyone with the opportunity to compete fairly for roles.
- We anonymise applications to ensure bias does not influence our decision-making.
- All applications are reviewed by a member of our team, we don't use AI to filter applications.
- We can provide reasonable adjustments during the application or interview process, please contact us at **hrrecruitment@mndassociation.org** for support.
- We are happy to consider alternative application formats from candidates who find it difficult to complete the online form. Contact us to discuss what works best for you at **hrrecruitment@mndassociation.org.**
- We are a Disability Confident Employer and guarantee interviews for applicants with a disability who meet the requirements of the role.

Find out more about our **commitments to inclusion.**

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Website: mndassociation.org

Registered Charity no. 294354

MND Association

Every day we support people affected by Motor Neurone Disease.
Because with MND, every day matters.