



Ward and Co

CHARTERED ACCOUNTANTS

Payroll Services Guide 2025 Edition

Why Choose Ward & Co for Your Payroll Needs



Personalised Approach

We treat each client as an individual, not just a number, providing dedicated account managers who serve as your single point of contact for all payroll queries.



Comprehensive Services

From tax calculations and PAYE to pension management and HR support, our full-service offering covers all aspects of payroll administration.



Technology-Driven

Our reliable, secure payroll solutions include online employee portals and automated reporting tools, designed to scale with your business.



Dedicated Support

Access our team via phone, email, or in-person meetings whenever you need assistance with your payroll matters.

Ward & Co Accountants offers comprehensive payroll services tailored to UK businesses of all sizes. Our expert team handles tax calculations, pension management, and regulatory compliance so you can focus on growing your business. With personalised support, technology-driven solutions, and rigorous quality control, we are your reliable partner in payroll management.

Our client-centered approach focuses on building long-term relationships with a service tailored to your business. We understand that payroll isn't just about numbers—it's about your people and your business's financial health.

Core Payroll Services



Tax Calculations

Hassle-free income tax and National Insurance calculations, fully compliant with HMRC regulations to ensure accuracy and eliminate the risk of penalties.



PAYE & Pensions

Timely submission and management of PAYE returns and pension schemes, including auto-enrolment compliance and ongoing administration.



Statutory Payments

Comprehensive guidance and processing for statutory maternity, paternity, adoption, and sick pay entitlements.



Detailed Reporting

Accurate payslips, comprehensive reports, and P32 forms with quality assurance checks and secure record-keeping systems.



Pension Management

Our team manages monthly contributions, processes opt-outs and opt-ins and handles all communication with pension providers.



Advisory Support

Accessible advice on all payroll-related queries

We also provide complete annual P60 documentation, including both electronic and paper formats, always delivered before the statutory deadline to ensure your compliance.

Modern Payroll Technology Solutions



Key Technology Features

- Online Employee Portals with secure access to payslips and tax documents
- Automated Reporting Tools providing real-time payroll analytics
- GDPR-compliant data handling

Digital Transformation

Our technology-driven approach brings your payroll systems into the digital age, offering greater efficiency, accuracy, and security than traditional paper-based methods.

Compliant Payroll Processing

We maintain the highest standards of compliance through:

- **Regulatory Vigilance:** Constant updates to adhere to changing UK payroll regulations.
- **Risk Reduction:** Minimising errors and penalties through quality control measures and compliance checks.
- **Error Prevention:** Our multi-step verification process includes draft reviews, giving clients the opportunity to examine and approve payrolls before final processing.

Flexible Payroll Options

Monthly Payroll

Our standard offering for salaried employees, providing consistent payment scheduling and simplified budgeting for your business.

4-Weekly Payroll

Ideal for businesses with variable work patterns, offering more frequent payment cycles than monthly processing.

Bi-Weekly Payroll

Efficient solution for businesses requiring more frequent payments, particularly suited to hourly workers or contract staff.

Custom Scheduling

Bespoke payroll frequency options tailored to your specific business requirements, providing maximum flexibility.

Whatever your industry or employee payment needs, our flexible approach ensures we can accommodate your specific requirements while maintaining the same high standards of accuracy and compliance.

Streamlined Onboarding Process

Initial Consultation

We begin with a thorough assessment of your payroll needs, discussing your business structure, employee count, and specific requirements.



Payroll Set Up

We will set up your payroll on our system. Ensuring all the relevant payroll information is correct, ready for the first pay run.



Secure Data Transfer

Using encrypted channels, we safely transfer your existing payroll data and set up your customised payroll systems.



Ongoing Support

Our team remains available to answer questions and provide assistance throughout.



The transition to our payroll services is designed to be seamless and stress-free. We handle all the complex details, ensuring minimal disruption to your business operations while you gain the benefits of our expert payroll management.

Get Started with Ward & Co Accountants Today

Partner with Ward & Co Accountants for peace of mind that your payroll operations are in expert hands. Our team is ready to discuss how we can support your business with tailored payroll solutions that meet your specific needs.

Clear and Transparent Pricing

We offer flexible, tailored pricing plans to match your business size and requirements. Contact us for a personalised quote that reflects your specific needs without hidden costs or unexpected fees.

Contact Information

- Email: payroll@wardandcoaccountants.co.uk
- Phone: 01271 326762



Meet your payroll manager - Harry

Harry is our dedicated payroll expert at Ward & Co. A graduate of the University of Plymouth with an Upper Second-Class Honours in Business Management, Harry discovered his passion for payroll while managing large-scale payroll operations for fast food franchises across England and Wales. With years of hands-on experience handling payrolls for up to 400 staff, Harry brings deep expertise and personalised care to each client relationship.

In his spare time, Harry enjoys playing football for Fremington Football Club.