



Grow with us

Focusing on you
and your team



Our Services

Annual HR advice subscription

Our annual subscription service gives you unlimited telephone and email access to a dedicated HR Adviser and expert legal advice. Subscribers will benefit from provision of tailored letters and documents, updates on employment law and guidance through any complex and difficult employee situations. As part of the service we will meet with you to discuss your future business and HR plans and provide legal cover should an employee make a claim against you.

Payroll

We deal with the payroll needs of over 250 companies ranging from sole traders to companies with several hundred employees. Our experienced team will file your end of year P35 return online and produce P60s for your staff as well as bespoke reports to suit your needs.

Employment Documentation

We can draw up contracts for your employees and policies tailored to your company's industry and culture. We will also provide advice on any employment issues which may arise on a case by case basis.

We offer cost-effective pricing structures which are tailored to you and your business, you can chose from an annual subscription, pre-payment for blocks of time or 'pay per problem'. If you employ between 5 and 50 staff and are based in and around the Oxfordshire area then you are eligible for a free review of your payroll processes and current employment contract and policies.

Our experienced HR and Payroll Advisers will discuss your current systems and provide recommendations on legal compliance and best practice. This will give you peace of mind, protect your business and enable you to invest your time in growth strategies.

Call us to today for a no obligation review on 01865 261188

Our People

Fiona McClure *Partner*



Fiona has worked in HR at a senior level for both large organisations and SMEs across a variety of sectors. She is a Chartered Fellow of the Chartered Institute of Personnel and Development and holds a Masters Degree in Human Resource Management.

With over 20 years' experience in delivering generalist HR support and a first degree in Business, Fiona ensures that clients are given practical solutions with a strong business focus.

Sian King *HR Adviser*



Sian King is a HR Adviser for Critchleys HR and Payroll. She is a member of the Chartered Institute of Personnel and Development and has over 13 years experience in HR gained in a range of different industry sectors. As well as a wealth of operational HR experience, she

possesses a commercial and pragmatic approach, strong organisational skills and provides friendly practical support for clients.

Margaret Sands *Payroll Manager*

Margaret keeps up to date with complex legislative changes and will ensure you receive the high quality service your business demands. Her experienced team will take over the burden of payroll, saving you time and allowing you to concentrate on what you do best – running your business.

Jo Thrupp *Payroll Administrator*

Jo joined the payroll team at Critchleys in August 2004; she manages approximately 100 payrolls ranging from 1 to over 400 employees. Since joining Critchleys, Jo has achieved AAT and ATT qualifications; she also has experience in personal tax, which provides a great understanding in the tax matters behind payroll

Julia Owen *Payroll Administrator*

Julia joined Critchleys in 1997, she now has a client base of around 75 small to medium payrolls. During her time with Critchleys Julia became qualified in payroll with the International Association of Bookkeepers.

Lesley Brown *Tax Senior & Payroll Administrator*

Lesley joined Critchleys in 1994 as a Tax Senior and Payroll Administrator. Lesley gained her tax knowledge during her many years working for Her Majesties Revenue & Customs (HMRC). She currently has a client base of about 30 medium to large payrolls.

Case Study

We are a small but growing technology company situated on the outskirts of Oxfordshire in a serviced premises. We started business two years ago and our team has expanded from the initial two directors to employment of six members of staff.

We found that time spent on formalising HR procedures and processes meant that we were increasingly bogged down with administrative tasks rather than concentrating on structuring the business for growth. We couldn't justify employing an additional member of staff in a supporting role so, we engaged Critchleys HR and Payroll.

In the first instance Fiona and her team carried out an initial health check, looking at the documentation we had in place and suggesting areas for improvement. They have subsequently assisted us in payroll processing, drawing up new employment contracts and an employee handbook. In addition to this we have unlimited access to the Critchleys advice line to obtain ad-hoc cost effective guidance when issues arise.

We have found the Critchleys team accessible, approachable and professional, above all they have provided us with a 'safety net' to ensure that our legal costs would be covered if the unthinkable occurs. Now that we are covered for all eventualities we are able to focus on our growth strategy and maximise our staff potential.

Testimonials

I have been most impressed with the professional, efficient service that Critchleys HR have delivered.

Julie Briggs

Jamie Briggs Removals & Storage Ltd

Critchleys have provided excellent advice and a friendly service which has been extremely useful for a small organisation without an HR Department

Nigel Winter, CEO

The Vegan Society

The service is really good value and delivered more than expected. Fiona is friendly and approachable with a wealth of experience across all HR areas, and I have no hesitation in recommending her to any business.

Su Copeland

Lingo

Our Offices



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