



BDO NI Payroll Services

2026



Table of contents

01	<u>BDO Northern Ireland</u>	3
02	<u>BDO NI's expert approach payroll</u>	4
03	<u>Payroll Management process</u>	5
04	<u>What our clients say</u>	6
05	<u>BDO NI Payroll team</u>	7

01. BDO Northern Ireland

Leading local payroll adviser

Based in Belfast city centre, BDO Northern Ireland have been in operation for over 35 years.

Whilst part of the BDO Global network, BDO Northern Ireland is an independently owned partnership and we specialise in helping businesses, whether start-ups or multinationals, to grow.

You can read more **about us**, **who we are** and **what we do** at www.bdoni.com.

As a member of the BDO network we are part of the largest European led Audit, Tax and Advisory practice.

A different approach

What differentiates us from other accountancy networks is both our aspiration and the way we do business. Our aspiration has never been to be the biggest, but we want to be the first choice for our clients.

Clients benefit from our fresh thinking, constructive challenge and practical understanding of the issues they face. Developing strong, personal relationships with our clients is at the forefront of our service approach.

We share their entrepreneurial spirit and growth aspirations and work hard to help them achieve their full potential.

Supporting NI Businesses

We also believe in supporting and being a key influencer within local professional networks. Working with the Institute of Directors NI, CBI Northern Ireland, the Belfast and Northern Ireland Chambers of Commerce, Hospitality Ulster and the NI Hotel's Federation, to name a few, in turn this helps drive the NI economic engine and supports our clients' businesses.

BDO: One organisation - globally connected

Our firms across the organisation cooperate closely and comply with consistent operating principles and quality standards.

We are the most agile and responsive of the global accounting organisations.

We're big enough to be able to access the best group of experts for your needs from our national and international network, and we're small enough to be responsive and innovative in how we tackle our clients' challenges. We can provide the perfect contact for your needs, no matter where in the world you are.

We are a **LOCAL** firm with a



GLOBAL reach

We have **5 PARTNERS**

&

140 staff



3

of our Partners started with us as TRAINEES

We advise



MANY TOP 100

businesses in Northern Ireland

BDO Global Financial Results 2025

Revenue

Member firms

US\$ **11** bn ▲ +4%
€ **10** bn ▲ +2%

Including alliance firms

US\$ **16** bn ▲ +7%
€ **15** bn ▲ +5%



Presence

870 offices
169 countries & territories



People

+94,900 ▲ +3%



Growth by service line

+7% Tax
+4% Advisory
+3% Audit & Assurance
+2% Business Services & Outsourcing



Growth by region

+7% EMEA
+3% Asia Pacific
+0.4% Americas

Data 1 October 2024 to 30 September 2025.

BDO

02. BDO NI's Expert Approach to Payroll

Unique to us

We are committed to providing the very best payroll service to our clients. To achieve this, we only use the best resources we can find.

Our approach is one of collaboration and open communication, working with our clients to develop an in depth understanding of their business and the issues that they face.

In an increasingly complex tax environment, our proactive approach helps keep clients informed on the relevant issues.

Experience

The [BDO NI Payroll team](#) currently has over 150 payroll clients, ranging from small employers with under 10 employees to larger businesses with up to 600 employees.

We offer a completely bespoke payroll service and ensure that all client requests and queries are dealt with in a timely, efficient and completely confidential manner.

The payroll team

Kiera Scott, Director, will be your main contact in relation to the monthly payroll service. She will ensure that all deadlines are met with minimum disruption to your business, working within a time frame that suits you.

Kiera and her team offer a combination of highly experienced, professionally qualified professionals and payroll operators, ensuring you receive the quality, accuracy and confidentiality that you expect.

Accessible, responsive, consultative - we believe that you will find the level of interaction and rapport between the specialists working with you refreshing. [Read more on why BDO NI Payroll is a good fit for your team.](#)

The bigger picture

In relation to year end payroll compliance reporting, we will work closely with you to ensure

that your employees receive their year end tax documentation as early as possible.

The team will be happy to help you with any employment tax related issues or opportunities that may arise outside of the normal compliance cycle and will always raise any areas that they think may be of interest to you. We offer a wide range of employment related services including P11D & PSA preparation, detailed guidance in relation to expenses and benefits, secondment issues, assistance with HMRC Enquiries, termination payments and reward planning.

Keeping you up to date

We will keep you up to date with legislative changes and best practice by giving you access to our wide range of useful guides and our annual P11D guide. The recent introduction of Real Time Information Reporting in the UK has meant fundamental changes to the PAYE reporting system and we have worked closely with our existing clients to keep them informed of all the necessary changes and ensure their reporting obligations are being fulfilled.

Partner led

We think you will find a unique difference in our approach to service, due to the substantial input you will receive from our senior people. Greater partner and director time means that you get will benefit from experienced and quick decision making.

Client service charter

We wanted to make it easy for you to compare our performance to our promises, so we have set out five clear commitments

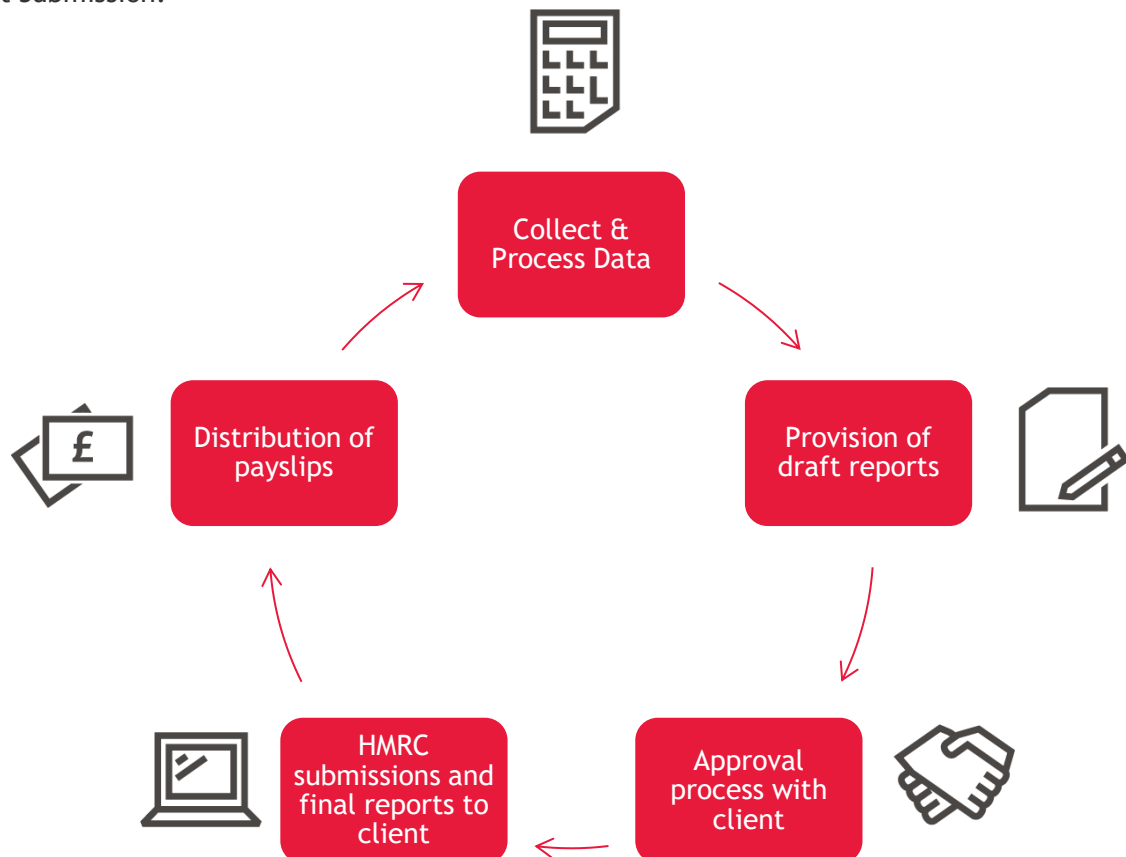
1. The team you meet will be the team you get.
2. No-one will be learning on your time.
3. We are an ideas organisation. We will contribute every time we meet.
4. If we are starting a project or expect to incur any costs not previously agreed, we will always have that discussion upfront.
5. We will fully manage the transition process from start to finish.

03. Payroll Management Process

You provide the data and we do the rest...

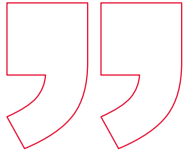
A [fully managed payroll service](#) that includes:

- The creation and maintenance of payroll records for each employee.
- Liaising with your office to collect the base payroll data from which to process the payroll.
- Calculation of Income Tax and National Insurance deductions.
- Processing of fixed, variable and temporary amendments such as overtime, allowances, bonus payments, expenses, loans, advances etc.
- Calculation of statutory payments such as SMP, Student loans etc.
- Processing attachment of earnings orders where required.
- Dealing with any online secure messages sent to us by HMRC in respect of your payroll.
- Provision of monthly variance reports.
- Provision of forms P45 to leavers & processing of starters.
- Providing administrative support for pension schemes such as processing joiner files and contribution files where necessary.
- The provision of monthly payroll & BACS reports to facilitate payments to your employees and HMRC.
- Submission of all required reports under Real Time Information to include in year Full Payment Submission Reports (FPS) and Employer Payment Summaries (EPS).
- The provision of Employee Payslips via a secure portal.
- The option of direct payments to your employees and related third parties such as HMRC and pension providers.
- Processing of journals to assist with your internal financial reporting requirements.
- Year end compliance including the provision of forms P60, electronic submission of the final Full Payment Submission.



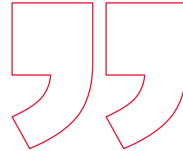
04. What our clients say

Feedback on our service delivery



We are delighted with the payroll services and Kiera Scott is highly capable! Thank you

Patricia Burns,
Belfast City Airport



The team are really getting us out of a difficult situation, and I will add they are one the most professional payroll teams I have worked with. ...Amazing during implementation, amazing month in and month out and when the crunch came they stepped up and supported us way above what they needed to do.

FD, Local Pharma Company

The team were very organised, methodical and I felt very confident leaving them to complete each payroll month for me.

Partner,
EDG

We have a long-standing relationship with BDO and the standards have remained high throughout the years.

CEO, Sport representative
organisation



05. BDO NI Payroll team



Lorraine Nelson
Partner & Head of Tax
Lorraine.nelson@bdoni.com



Kiera Scott
Payroll Director
Kiera.scott@bdoni.com



Rachael Trainor
Payroll Manager
Rachael.trainor@bdoni.com



Ciara Cullen
Payroll Assistant Manager
Ciara.cullen@bdoni.com



Lori Kell
Senior Payroll Specialist
lori.kell@bdoni.com



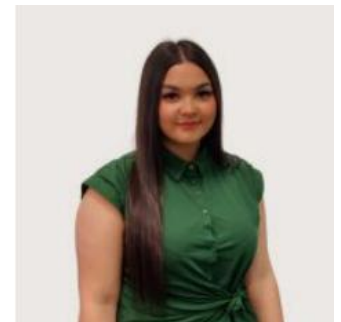
Denise Adams
Senior Payroll Specialist
denise.adams@bdoni.com



Christine Devlin
Payroll Administrator
Christine.x.devlin@bdoni.com



Hannah Dugan
Trainee Payroll Administrator
Hannah.dugan@bdoni.com



Priya Singh
Trainee Payroll Administrator
Priya.singh@bdoni.com



This The proposal contained in this document is made by BDO Northern Ireland ("BDO") and is in all respects subject to the negotiation, agreement and signing of a specific contract. It contains information that is commercially sensitive to BDO Northern Ireland, which is being disclosed to you in confidence and is not to be disclosed to any third party without the written consent of BDO Northern Ireland. Client names and statistics quoted in this proposal include clients of BDO Northern Ireland, BDO UK and BDO Global Office.

BDO Northern Ireland, a partnership formed in and under the laws of Northern Ireland, is licensed to operate within the international BDO network of independent member firms. A list of partners' names is open to inspection at our registered office, Metro Building, 1st Floor, 6-9 Donegall Square South, Belfast, BT1 5JA.

BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Copyright ©2025 BDO Northern Ireland. All rights reserved.

www.bdoni.com