



## Payroll Clerk (Part Time, 0.4FTE)

Following a period of growth in staff numbers, St Giles' Cathedral is seeking to recruit a payroll clerk to support the Finance team. The post is part-time.

### About St Giles'

St Giles' has stood at the heart of the religious and civic life of the City of Edinburgh for almost 900 years. It fulfils a role as a place of worship, and also as a venue for ceremonial occasions. It is also a major visitor attraction, sought out by tourists and pilgrims alike from all over the world.

### About the role

St Giles' currently employs 28 staff in a combination of full time and part time conditions. The payroll clerk, reporting directly to the Finance Manager, would be responsible for the accurate preparation of the associated payroll records.

### Specific duties

- Maintaining payroll information by collating timesheets and entering data.
- Updating payroll records by entering any changes to employee records such as title, personal information, student loan and tax code changes.
- Preparing reports that include summaries of earnings, PAYE & NIC deductions.
- Calculating payroll liabilities updating P32 records.
- Processing First Aid payments, monitoring and arranging First Aid courses.
- Pension assessments monthly for each employee.
- Calculating holiday leave, maintaining holiday records and absence records.
- Resolving staff enquiries and liaising with management.
- Processing starters and leavers.
- Scanning payroll documents and saving to SharePoint.
- Submit reports to the Finance Manager.
- Ad hoc duties as required.

### Specific skills required:

- Familiarity with:
  - Sage and Sage Pay
  - Microsoft Office

### General attributes



- Able to work as part of a team
- Reliable and punctual
- Good attention to detail

The successful candidate will also be required to undertake screening for Disclosure Scotland, which process will be arranged and funded by St Giles'.

**Remuneration**

£22,500 p.a. pro rata

**How to apply:**

Please send a CV and covering letter to [recruitment@stgilescathedral.org.uk](mailto:recruitment@stgilescathedral.org.uk).

**Closing date:** 30<sup>th</sup> November 2023

It is expected that interviews will take place in the week beginning 4<sup>th</sup> December.

