

Role: Payroll & Pensions Officer	Region / Department: People Department
Reports to: Payroll & Pensions Manager	Pay Band: Grade 3 Lower £26,884 - £28,684 pro-rata, per annum
Location: Hermiston Quay, Edinburgh - Hybrid/flexible working available	Type of Contract: Permanent/Full time

JOB PURPOSE

This role carries out end-to-end payroll and pensions processing, ensuring timely and accurate payments to ca. 1300 staff, compliant with regulatory requirements and by delivering excellent customer service. As well as cyclical payroll/pensions activity it will support the ongoing development of our processes, and will act as deputy to the Payroll & Pensions Manager.

The Trust currently operates its payroll through a bureau service. However, the aim is to bring Payroll back 'in-house' using the Access PeopleXD HR & Payroll system. Initially, this role will support the Payroll & Pensions Manager in the delivery of the project to remediate the Payroll system, as well as carrying out day-to-day payroll activities to support payroll bureau, line managers and staff.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Day-to-day running of cyclical payroll and pension processes for ca. 1300 employees, including (but not limited to):
 - Processing starter, leavers, and contractual changes in the payroll system
 - Processing statutory deductions and notifications, including PAYE, NI, Study Loans, Court Orders
 - Calculating and processing statutory and occupational absence payments, including SSP & SMP
 - Processing all payroll liabilities, including third-party payments as required
 - Carry out payroll and pensions reconciliations to ensure accuracy of payments made
 - Responsible for preparing of monthly BACS file
 - Assisting with the year-end process, including producing P60s, P11Ds
 - Ensuring that relevant records are retained for audit purposes
 - Resolving staff pension and payroll queries
- Ensuring pension administration is undertaken on a cyclical or ad hoc basis, including (but not limited to):
 - Carrying out pension enrolment, and processing opt-ins and opt-outs
 - Making changes to pension schemes and contributions levels (driven by policy, product, or legislation)
- Undertaking payroll and pensions administration (including, but not limited to):
 - Acting as a first point of contact for all payroll related matters, including management of internal payroll mailbox
 - Liaising with third-party providers as required, including HMRC and pensions providers – for example, resolving enquiries from them, providing or seeking data as required
 - Supporting strategic and tactical payroll and pension planning through the provision of data and reports as required

- Supporting line managers to ensure correct processes are followed
- Supporting the Payroll & Pensions Manager with the continuous improvement of the payroll processes
- Supporting the Payroll & Pensions Manager with the development and delivery of employee awareness sessions and training
- Working closely with People Team to ensure seamless payroll processing
- Acting as the deputy for the Payroll & Pensions Manager in their absence or at their request, assuming full responsibility and accountability for payroll and pensions processing.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Essential

- Good general standard of education, demonstrating sound abilities in written and spoken English, and a high level of numeracy
- Proven experience as a Payroll or Pensions Officer, or similar role - including experience of carrying out cyclical payroll/pensions processes, reconciliations and audits, and contributing to the development of effective systems and procedures
- Understanding of payroll and pensions legislation
- Proficient in using payroll software and other relevant tools and ability to learn new applications quickly and effectively
- Strong numerical skills, with ability to manipulate financial data with confidence, including significant experience using Excel
- Strong analytical and problem solving skills
- Ability to work independently under pressure, juggling conflicting priorities, managing change and delivering to tight deadlines without compromising accuracy and attention to detail
- Demonstrable excellent customer service
- Ability to work effectively and participate fully within a team environment
- The current duties of this job do require a criminal records (Disclosure Scotland) check to be carried out.

Desirable

- Experience of payroll/pensions role in a charity / not for profit environment
- Payroll or pensions or accounting qualification
- Experience of supporting payroll or pensions projects
- Experience of Access PeopleXD package, including payroll module
- Ability to use variety of formulas in excel

DIMENSIONS AND SCOPE OF JOB

Tools & Equipment

- Is a regular user of standard Microsoft IT packages: Outlook, Word, Excel, Sharepoint
- Is a regular user of People System (AccessXD) and portals for data exchange with our out-sourced payroll bureau, pensions providers, and HMRC

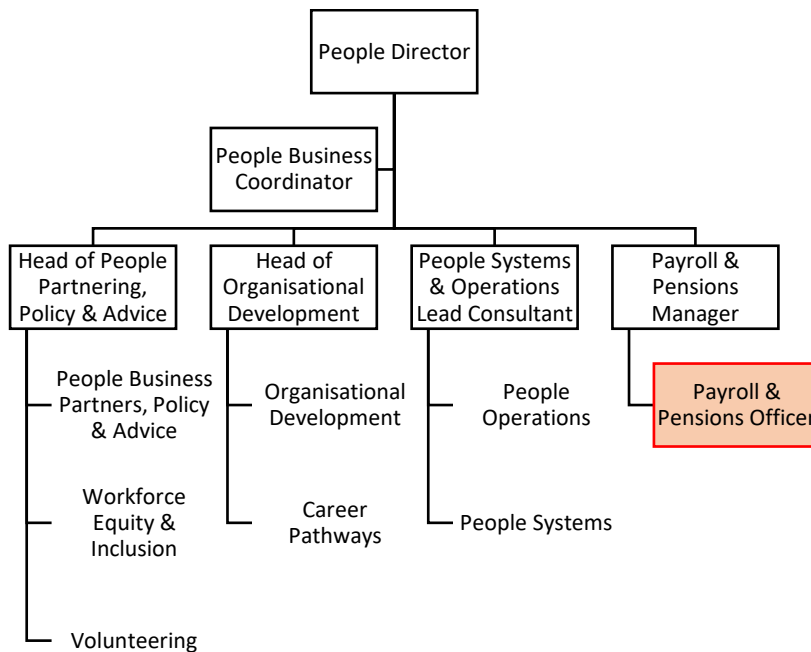
Financial Management

- Is not a budget holder
- Will be exposed to sensitive personal data relating to the payment of wages/salaries and pensions, and will therefore handle significant (digital) sums of money

People Management

- Is not a line manager
- Will work closely with colleagues within the People Department, Finance, and IT
- Will work with individuals at all levels of the organisation, whether in a personal capacity (relating to their pay/pension) or as managers of staff for whom pay and pensions information is required
- Will work regularly with outsourced payroll and pensions providers, and with HMRC
- May work at some times with our financial adviser and our Group Income Protection scheme and Group Life Assurance scheme providers where salary information is required

Place in organisational structure:



The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

- Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 21st July 2024
- Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"