**Fixed Term Senior Payroll Administrator (6 months)**

## Job Summary

Robert Gordon University is an innovative, inclusive and professional university, focused on delivering courses that provide our graduates with the best outcomes for their future. We celebrate both a high quality student experience and, according to our recent staff survey, a happy and committed workforce who have confidence in their leadership.

As an experienced Senior Payroll Administrator, you will be part of a small but dedicated payroll team in order to provide an efficient and professional payroll service to the University in accordance with RGU policies and all payroll related statutory regulations. You will also have experience working with pension scheme administrators.

As you will be working to tight deadlines, we expect you to have good prioritisation skills, and exceptional attention to detail, maintaining confidentiality at all times. In addition, you will be to be up to date with current legislation, including GDPR.

The hours for this post are 35 hours per week, on a 6 month fixed term contract.

In keeping with RGU's commitment to work/life balance you will have the opportunity to work from home for a portion of the working week and also benefit from a generous pension scheme, 46 days annual leave (including statutory days) an onsite nursery and sports centre, as well as a range of voluntary health and travel benefits.

We are committed to attracting and engaging a diverse range of staff and fostering a culture where everyone feels welcome, comfortable to express their ideas, and can reach their full potential. For more information, please visit Our Diverse Workforce pages.

To apply, please submit your CV along with a cover letter detailing your suitability for the role against the requirements as set out in the person specification.

## Job Description

**RESPONSIBLE TO:** Payroll Manager

**RESPONSIBLE FOR**: No supervisory responsibilities

**PURPOSE OF POST:** Ensures the provision of an efficient and effective Payroll service to the University and its employees.

**PRINCIPAL DUTIES:**

- Ensures the preparation of monthly payroll is in accordance with agreed timetables.
- Prepares the Scottish Government and Local Government pension returns in accordance with the regulations and deals with all associated correspondence as appropriate.
- Maintains HMRC records and other statutory returns, in accordance with current legislation and completes any associated returns as required.
- Analyses payroll information to arrange all necessary Tax, National Insurance, Pension and third party payments for debiting / crediting to appropriate accounts / internal organisations.
- Prepares statistical reports for the Deputy Director of Financial Services, Accountants and other University schools / departments as required.
- Maintains close links with the Human Resources Department regarding payroll related staffing matters and ensures consistency of data between the HR and Payroll systems.
- Deals with telephone / counter enquiries and any other appropriate duties which may be delegated from time to time.
- Undertakes any other duties as required.

## Person Specification

### ESSENTIAL REQUIREMENTS

### Qualifications and Professional Memberships

Standard grade or equivalent including English and Mathematics

### Knowledge and skills

Thorough knowledge of all payroll related processes and regulations

Thorough knowledge of HMRC RTI processes

Excellent IT skills extensive knowledge of Microsoft Excel is essential

Strong communication skills

Excellent organisation skills

**Experience**

Experience of pension scheme administration

Experience of working to strict deadlines and with a high level of accuracy

**DESIRABLE REQUIREMENTS**

**Qualifications and Professional Memberships**

Higher grade or equivalent in Mathematics

CIPP Level 4-5 Qualification or equivalent

**Behaviours**

Behaviour 1: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

Behaviour 2: Communication - Ability to receive, understand and convey both straightforward information, and information requiring careful explanation, in a clear and accurate manner

Behaviour 3: Pastoral Care and Welfare - Experience of calming and reassuring those with work/study related problems who may be experiencing distress and dealing with difficult welfare situations or confidential matters

Behaviour 4: Team Development - Experience of providing advice or guidance to new starts delivering training or instruction to others on specific tasks or activities

**Salary:** 32546.00 - 34132.00 GBP per Year

**Position Type:** Full Time , Fixed Term 6 Month 35.0 Hours per Week