



45 days annual leave
Public sector benefits



**NORTH EAST
SCOTLAND
COLLEGE**

Data Payroll Assistant (Ref A151)

Full time/Permanent/Aberdeen City Campus

Salary: £34,538.18 - £36,712.48 per annum

North East Scotland College is seeking an organised, detail-focused Data Payroll Assistant to join its People Services team, helping keep workforce data accurate and reliable while providing flexible support across our HR and Payroll teams.

The successful candidate will maintain employee information across HR and payroll systems, produce workforce reports, present findings clearly to managers, process employee and payroll changes, and provide cover across the Payroll and HR Assistant teams during periods of absence and peak workload.

We are looking for someone with strong numerical and analytical skills, excellent attention to detail and confident Excel skills. Experience of producing reports from HR, payroll or similar systems and of handling confidential data is essential, along with the ability to meet fixed deadlines.

Working closely with the Senior HR Business Partners, Payroll Officers and Finance colleagues, you will be a key member of a supportive and collaborative team, helping to improve our workforce reporting and processes.

Please include a cover letter with your application highlighting how your skills, knowledge and experience meets the requirements on the person specification.

NESCol is a disability confident employer. We offer a variety of working options in line with business requirements and place great importance on staff wellbeing. We welcome and encourage applicants from diverse backgrounds.

The closing date for applications will be **5th November 2026**.

Interested? Want to know more?

For more information on this vacancy please visit our My Job Scotland website page on www.myjobscotland.gov.uk email jobs@nescol.ac.uk, or call People Services on 01224 612244 (voicemail).

