



# Payroll Coordinator

**Closing Date: Thursday 3 October, Midday**

**Expected Interview Date: Friday 11 October 2024**

## Recruitment Reference:

HES/24/195

## Starting Salary:

£23,971 pro rata per annum

## Salary Range:

£23,971- £26,842 pro rata per annum

## Pay Band:

Band B

## Directorate:

People Directorate

## Location:

Longmore House, Edinburgh with hybrid working

## Line Manager:

Monika Farkas, Payroll Manager

## Contract Type:

Fixed - term until 31<sup>st</sup> March 2025

## Working Hours:

Part time - 21 hours per week, flexibility to choose pattern within normal working hours Monday - Friday

Thank you for your interest in the post of Payroll Coordinator with Historic Environment Scotland, based at Longmore House. This is a fixed-term position up until 31 March 2025, due to commence as soon as possible (with notice periods considered).

As Payroll Coordinator, you will play a key role in the day-to-day operations of the HES payroll and pensions function.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.

- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

## Overview of the post and information about the team

You will work within the People Services Team who sits within the People Directorate and provides professional support and an advisory service to colleagues on all HR and pay related topics. The key areas of responsibility for the team include recruitment and resourcing, attendance management, management of employee relations cases and monthly payroll responsibilities.

You will work as part of the payroll team delivering efficient, accurate and confidential payroll service to HES. This includes the provision of advice and guidance to managers, People Services team colleagues and all our employees in the application and interpretation of organisational policies, procedures and statutory regulations relating pay and pensions.

This is an excellent opportunity for someone with strong understanding of payroll processes, which is essential for the role. This knowledge should be gained through previous experience of working in a HR or payroll position or from payroll studies.

To succeed in the role, you must be committed to delivering high standards of service and demonstrate a proactive approach to work, using your own initiative to solve problems and support colleagues. A keen attention to detail is critical, as you will be responsible for entering and checking data in our HR and payroll system (Oracle Fusion).

As the first point of contact for a wide range of pay and pension related enquiries, we are looking for a confident communicator who is comfortable engaging with colleagues at all levels.

## Key responsibilities, duties and objectives

- Process the monthly payroll and support all associated tasks, including running, reviewing and analysing reports to check for anomalies, and generating payslips, P45s and BACS files.
- Address any issues or queries arising during the monthly payroll checks.
- Maintain and review the payroll runbook and schedules.
- Update and review payroll related desk instructions.
- Accurately update employee data with pay and pension related information, ensuring compliance with policies and adhering to GDPR guidelines.
- Liaise with our pension provider, MyCSP, to resolve pension related queries, investigate issues, provide service histories, and complete data requests.



- Apply information from Employer Pension Notices to payroll system and processes as needed.
- Liaise with third parties to provide and obtain information in a timely.
- Collaborate with Finance on payroll and pension related matters.
- Assist the Fusion team with system upgrades, updates and any necessary payroll system changes.
- Work with colleagues to identify areas of improvement to ensure policies, systems and processes are compliant, consistent, future proof and customer focused.
- Stay up to date with new guidelines and regulations.
- Maintain proper records management practices, including filing, following the department's retention schedule.

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering Excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

### **Essential requirements:**

- Proven experience of payroll processing
- Practical understanding of PAYE and National Insurance statutory requirements, statutory leave, including the ability to perform manual calculations
- Systematic approach to problem-solving
- High attention to detail and accuracy with the ability to identify errors
- Proficient in IT, with a good working knowledge of MS Word and Excel
- Excellent verbal and written communication skills with the ability to communicate effectively at all levels
- Ability to remain calm and professional in sensitive situations
- Ability to work both independently and as part of a team
- Experience using a web-based payroll system
- Ability to prioritise tasks and meet deadlines
- Experience working in a high-volume, fast-paced environment

### **Desirable requirements:**

- An understanding of the Civil Service Pension Scheme



## What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Recruitment Guidance' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Monika Farkas, Payroll Manager via email at [monika.farkas@hes.scot](mailto:monika.farkas@hes.scot)

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland