**Finance**

The Finance Directorate is responsible for overseeing the organisation's financial management and strategy, providing expert advice and professional services to the University Executive Office and to the wider Academic Partnership.

**Payroll and Pensions Officer**

We are seeking a proactive and detail-oriented Payroll and Pensions Officer who will play a vital role in ensuring the accurate and efficient delivery of payroll and pension services to staff across the organisation. This is a critical operational role and directly contributes to maintaining staff satisfaction, legal compliance, and the financial integrity of the institution.

Working closely with colleagues in Human Resources, Finance, and with external stakeholders such as pension providers and HMRC, you will ensure all payroll and pension activity is carried out to a high standard, with a strong emphasis on confidentiality, attention to detail, and regulatory compliance.

You will act as the first point of contact for payroll and pension queries from staff, offering clear guidance and excellent customer service. This role also supports internal and external audits, contributes to systems development, and supports continuous improvement initiatives within the wider team.

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact Tim Miles – Finance Manager, by email to tim.miles@uhi.ac.uk.

**Pay and Benefits**

This role is linked to grade 6 on the UHI payscale.

The starting salary for this position will normally be in the range £34,638 to £36,748 per annum.

This post is part time and will involve working 21 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme we provide to workers at grade six and above is the Universities Superannuation Scheme (USS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information on the scheme can be found at <http://www.uss.co.uk/Pages/default.aspx>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is 18 May 2025.**

**Shortlisting will take place the week commencing 19 May 2025.**

**Interviews will be held week commencing 26 May 2025.**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the HR team as soon as possible.