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| Person Specification |  |

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| Job Title | Payroll & Pensions Officer |
| **Department** | Finance |
| **Responsible To** | Finance Manager |
| **Responsible For** | N/A |
| **Grade** | Six |
| **Location** | Executive Office, UHI House, Inverness |
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| Criteria | Essential | Desirable |
| Qualifications | * HNC/HND or equivalent in an appropriate discipline or qualified to an equivalent level by virtue of experience.
* Evidence of continuous professional development.
 | * CIPP (Chartered Institute of Payroll Professionals) qualification or studying towards it.
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| **Experience** | * Proven experience (typically 3+ years) in a complex payroll environment.
* Proven experience processing end-to-end payroll, including high-volume, variable data.
* Experience in interpreting and applying payroll legislation and pension regulations.
* Experience of using integrated HR/Payroll systems (e.g. iTrent, Moorepay, SAP).
* Experience of generating and delivering accurate and timely payroll and pension reports for internal stakeholders (e.g. Finance, HR, Audit) and external bodies (e.g. HMRC, pension providers, auditors)
* Experience of working in a multi-department environment, interacting with senior managers to support decision-making.
 | * Experience of working within further or higher Education or similar.
* Experience of working within a partnership of diverse organisations.
* Experience with pension scheme administration and returns (e.g. LGPS, USS)
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| **Knowledge & Skills** | * In-depth understanding of PAYE, National Insurance, statutory payments (SSP, SMP, SPP, etc.)
* Strong knowledge of pensions auto-enrolment, re-enrolment, and related compliance.
* Knowledge of relevant employment law and data protection regulations (GDPR) in a payroll/pensions context
* Working knowledge of internal controls, audits, and risk management in payroll.
* Strong communication skills, with the ability to provide effective payroll advice and guidance to colleagues across the business.
 | * Knowledge of HMRC submissions, RTI, and year-end requirements.
* Understanding of salary sacrifice schemes, voluntary deductions, and benefits.
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| **Personal Qualities** | * Professional, approachable, and able to build trust and credibility across the university.
* Discreet and dependable with a strong sense of integrity and confidentiality.
* Proactive, solutions-oriented, and committed to continuous improvement.
* Able to work independently and take initiative, while also collaborating effectively in a team.
* Confident in supporting and training colleagues in payroll and pensions procedures, systems, and compliance.
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| **Other Circumstances** |  | * Knowledge of, or interest in, Gaelic language and culture.
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Date: April 2025