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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. |
| **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) |
| **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. |
| **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. | |  |
| **Other Circumstances** |  | | * Knowledge of, or interest in, Gaelic language and culture. |

Date: April 2025