Following an extensive capital project, **The Postal Museum & Mail Rail** opened to the public in July 2017. Offering two experiences in one, The Postal Museum exhibits the story of British social and communications history, while at Mail Rail visitors can board a subterranean ride on the old Post Office Underground Railway. Our new museum and attraction enables us to showcase the extraordinary stories from five centuries of one of the country’s most iconic services, grow our educational charity work and fundamentally change the way we engage with our audiences. The Postal Museum welcomes over 120,000 visitors a year, along with a further 400,000 through our public events programme, digital and outreach offers. The Postal Museum and Mail Rail represents a significant addition to London’s cultural landscape.

**Based:** Central London

**Salary:** £27,000 per annum pro-rata (£10,800 p.a. for two days)

**Reports to:** Head of Human Resources

**Responsible for**: N/A

**Contract:** Permanent; Part - time 14 hours per week – must be available to run monthly payroll.

**Start date:** ASAP

## PURPOSE OF THE JOB

To play a key role in the smooth and efficient running of the HR function at TPM, providing a high- quality HR service, focusing on payroll and benefits. You will also work flexibly and undertake general HR / administration work as necessary.

Responsible for running TPM’s payroll with our external provider (Moorepay and with support from the Financial Accountant); being a first point of contact for Payroll and other HR queries from across the organisation.

## PERSON SPECIFICATION

#### **EXPERIENCE**

#### **(Essential criteria)**

* Substantial and recent experience of running payroll and using payroll software systems
* Demonstrable knowledge of working with payments and making deductions from salaries (e.g. taxation, maternity leave, pensions administration)
* Excellent organisation and attention to detail
* Competent with spreadsheets and producing reports
* Experience of working to tight deadlines and under pressure
* Sound administrative experience

#### **DESIRABLE**

* Experience of using Moorepay

***SKILLS/KNOWLEDGE***

***(Essential criteria)***

* Excellent numerical, written and verbal communication skills.
* First class attention to detail and data entry
* Good working knowledge of MS Office packages and excellent all-round IT skills
* Willingness to keep informed of changes surrounding employment law and compliance (e.g. GDPR)

***PERSON***

* A positive and flexible approach
* Respect for confidentiality
* Approachable, patient and professional with all colleagues
* Proactive / uses initiative

**JOB DESCRIPTION**

**Key Responsibilities and Duties**

**PAYROLL**

***Ensure TPM payroll processes are carried out in a reliable and efficient way.***

* Following company procedures, process monthly payroll with external provider
* Create and maintain payroll records
* Deal with payroll queries and discrepancies
* Calculate employee overtime pay and holiday pay
* Update TPM Accountants and internal teams for reporting and audit purposes
* Work closely with the Financial Accountant to ensure s/he can run payroll if required
* Maintain good working relationships with internal and external partners

**PENSIONS & LIFE ASSURANCE**

***Keep pension payments and deductions up to date and act as a point of contact for staff***

* Provide information to new staff about the TPM pension scheme, including opting out
* Provide monthly pension changes for Standard Life (pensions)
* Liaise with Royal mail pensions and capital management company to provide monthly data for Employees who are members of Royal Mail Pensions
* Inform staff of life assurance benefits and coordinate beneficiary paperwork
* Update life assurance records with external provider to review annual premium payments

**GENERAL HR SUPPORT**

***Supporting the Head of Human Resources/Team to provide HR services for The Postal Museum***

* Supporting the Head of Human Resources with individual HR issues as requested
* Ensure staff are aware of and can access the TPM’s benefits system
* Maintain accurate records for staff using childcare vouchers
* Maintain accurate records for staff using cycle to work benefits
* Process season ticket loan requests with Finance
* Enter Maternity, Paternity & Shared parental leave on the HRIS as required
* Willing and able to support HR colleagues with their work if necessary (e.g. during busy periods)
* Any other duties as delegated by the Head of Human Resources

The postholder will be expected to monitor and report on their work as directed by their line manager.

The postholder will be expected to work to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.

Requests for flexible working arrangements will be considered.

**TO APPLY: Please send your completed application form and the equal opportunities form to** [applications@postalmuseum.org](mailto:applications@postalmuseum.org)

**CLOSING DATE: 4th March 2020**

**INTERVIEWS: week commencing 9th March 2020**