

## HR and Payroll Officer

**Based:** Central London

**Salary:** £27,000 per annum pro rata

**Contract:** Permanent.

**Hours:** 28 hours per week

**Start date:** asap

### The HR & Payroll Officer's key responsibilities are:

#### Human Resources

- Support the smooth running of the HR function of The Postal Museum by supplying a first-class advice and administrative service and support the Head of HR with various pieces of work and projects.
- Maintain high levels of sensitivity to both confidential and contentious issues.
- Provide general HR support e.g., employee relations or welfare issues, informing and escalating to the Head of HR as appropriate.
- Respond to enquiries and visits from staff and managers, referring to the Head of HR when required.
- Support the Head of HR with individual HR issues as requested.
- Undertake specific pieces of work to support HR (e.g., research / project work).
- Maintain proper filing and retention of personnel documents (electronic and hard copy).
- Note take at key HR meetings, i.e. – disciplinaries.
- Ensure approval for vacant or new posts is obtained from the Hiring Manager.
- Advise line managers on drafting job descriptions, recruitment literature and advertisements.
- Research cost effective means of advertising.
- Place adverts promptly and liaise with the Hiring Manager regarding closing dates and interview arrangements.
- Attend interviews as necessary and provide advice regarding assessment techniques and good practice.
- Ensure that offer letters, contracts and pre -employment checks are carried out for all employees.
- Keep TPM's induction process under review and suggest improvements.
- Ensure managers are aware of and undertake HR inductions for new staff.
- Ensure good practice throughout the recruitment process and alert the Head of HR of any issues.
- Ensure line managers are aware of their duties for both new starters and leavers.

- Calculate holiday, rate per hour and per annum figures accurately, where necessary such as pay awards and payroll.
- Have oversight of the full recruitment process and responsibility for updating managers and for contacting applicants and candidates when necessary.
- Ensuring all documentation, including contracts, offer letter and right to work paperwork is completed to a high standard for new starters.
- Building relationships and working with stakeholders both internal and external, such as recruitment and advertising agencies and colleges and universities.
- Manage and update the recruitment tracker for the HR team on a weekly basis.
- Sort and track HR and Application email inbox daily and action as appropriate
- Liaise with Line Managers in completing leavers form for leaving members of staff agreeing exit interviews where necessary.
- Using the HR Information System, support the Head of HR in providing management information.
- Develop a range of management reports/metrics that can be used to demonstrate progress or effectiveness as required (e.g., sickness absence statistics, recruitment costs etc).

### **Payroll**

- 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.
- Inform Moorepay of new data including leavers and starters.
- Process transactions relating to salary sacrifice schemes including Childcare Vouchers and the Bike to Work Scheme.
- Process cost of living pay increases.
- Prepare and submit monthly returns to TPM'S pension providers.
- Process monthly payroll amendments including starters, leavers, contract changes, tax code changes and earnings arrestments.

### **Training/Staff Benefits**

- Assist the Head of HR in administration for training events (e.g., record keeping, booking rooms, arranging refreshments)
- Search for cost effective suppliers to fit within financial budgets.
- Contribute to updating the Training Expenditure spreadsheet and liaise with Senior Managers ensuring the Expenses Policy is adhered to.
- Ensure staff are aware of and can access the TPM's benefits system.
- Process season ticket loan requests with Payroll and Finance

- Enter Maternity, Paternity & Shared Parental Leave on the HR Information System as required

### **Other**

- Take responsibility for ordering and storing supplies of stationary, tea, coffee etc; ensuring supplies do not run out.
- Carry out any other duties as may be reasonably required by the Development Manager.

### **Person Specification**

#### **Experience**

##### **Essential:**

- Minimum 2 years' experience in a generalist HR role at support level
- Ability to work self-sufficiently as well as within a team.
- At least 1 year' 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.
- Strong administrative, planning and organisational skills
- Knowledge of using a HR Information System
- Excellent Excel and Word skills

##### **Desirable:**

- Relevant Certificate in Personnel Practice, (CPP) or payroll (CIPP)
- Awareness of HR trends and continuous improvement techniques
- A willingness to keep aware and up to date with payroll developments.

#### **Skills and Abilities**

- Ability to communicate effectively and foster collaborative working styles and relationships.
- Ability to make decisions and give advice independently.
- Ability to respond to varied needs/work pressure in order to meet deadlines.
- Able to produce analytical data and reports to a comprehensive standard.
- Pro-active and self-motivated.
- Relevant Certificate in Personnel Practice, (CPP) or payroll (CIPP)

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 complete the application form found on**

**<https://www.postalmuseum.org/about/work-with-us/>**

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

**CLOSING DATE: 02 April 2021**

**INTERVIEWS: w/c 12 April 2021**

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