

Payroll and HR Officer

Based	Central London
Salary	£27,000 per annum pro rata
Contract	Permanent
Hours	28 hours per week
Start date	asap

JOB DESCRIPTION

KEY RESPONSIBILITIES

Payroll

- Collate and submit monthly payroll information to external payroll provider.
- Administer changes through the HR Information system required for starters/leavers, permanent amendments.
- Create and maintain accurate payroll records.
- Deal with payroll queries and discrepancies
- Calculate employee overtime pay and holiday pay.
- Record monthly absence e.g. sick leave, maternity, and special leave, paid and unpaid by payroll deadline dates
- Work closely with the Financial Accountant to ensure s/he can run payroll if required.
- Prepare and submit monthly returns to TPM'S pension providers.

Human Resources

- Undertake HR administration tasks including producing correspondence offer letters, contracts, changes in terms & conditions etc. which comply with HR Policies, employment law and HR best practice.
- Support the Head of HR with individual HR issues as requested.
- Co-ordination of staff recruitment function e.g. adding vacancies to TPM and external websites, informing candidates of interview arrangements, producing shortlisting and interview packs, administration of assessments and tests in a confidential manner which is GDPR compliant.
- Ensure line managers are aware of their duties for both new starters and leavers.
- Using the HR Information System, support the Head of HR in providing management information.
- Carry out regular HR Audits and ensure the TPM complies with GDPR and relevant Data Protection legislation relating to HR practice.
- Maintain manual and computerised HR records, and input data relating to starters, leavers Maternity, Paternity & Shared Parental Leave etc. into HR database and set up/archive HR files.

KEY RESPONSIBILITIES – CONTINUED

Training/Staff Benefits

- Assist the Head of HR in administration for training events (e.g., record keeping, booking rooms, arranging refreshments)
- Ensure staff are aware of and can access the TPM's benefits system.
- Process season ticket loan requests with Payroll and Finance

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

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 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.

HOW TO APPLY

Please send your completed application form and the equal opportunities form to applications@postalmuseum.org

CLOSING DATE: 10am, Wednesday 26th May 2021

INTERVIEWS: tbc