

Payroll Officer

Applying for this post

To apply for this post you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Monday 17 February at midday.

Interviews will be held at Dundee Rep Theatre week commencing 24 February 2025.

Guidance

Please refer to our websites, www.dundeereptheatre.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Role Summary

Payroll Officer

We are seeking an experienced Payroll Officer to join our busy Finance & HR team. The Payroll Officer will report directly to the Financial Controller.

The post holder will process monthly and weekly payroll for our main house and freelance workers and will liaise with the Interim HR Manager to ensure any changes are implemented timeously. The Payroll Officer will ensure all pension and HMRC payments are completed on time.

The Payroll Officer may be required to assist the Finance Officer at busy periods.

Main Duties and Responsibilities

Payroll Preparation

- Be the first point of contact in dealing with payroll queries from employees and external agencies and ensure the timely investigation and resolution of queries/issues.
- Checking the number of hours employees have worked from spreadsheets provided.
- Work alongside the Interim HR Manager to ensure management of SSP, holiday information and other types of employee payments that may be required.
- Issuing tax forms and related documentation and assisting employees to complete them where necessary.
- Calculating wages and salaries based on hourly rates and hours worked.

Payroll processing

- Ensuring weekly and monthly payroll cycles are delivered in a timely and accurate manner.
- Processing the monthly and weekly payrolls on the payroll software package.
- Sending reports to the Financial Controller for checking.
- Deducting tax and national insurance payments and ensuring payments to HMRC by deadlines.
- Managing pension processing and payments to the pension providers.
- Issuing Payslip's, P45's and other necessary tax forms to employees.
- Carry out period end payroll transactions.
- Processing of payroll link to the account system.
- Issuing employees' wages by electronic transfer.

General

- Calculating pay rises, shift payments and overtime compensation and assisting with the calculations for Real Living Wage compliance.
- Changing employee bank records when necessary to process payments accurately.
- Administration, recording and processing of payroll information and procedures.
- Reconciliation of payroll balance sheet accounts and resolving any discrepancies.
- Ensure compliance practices are followed and all payroll/employee tax, pension and government filings are submitted in a timely manner.
- Maintaining complaint policies and procedures.

SUPPORTING TASKS

- Supporting and mentoring the other members of the finance team
- Liaising with the Interim HR Manager as and when required to support efficient onboarding of new staff to payroll and Sage HR

Any Other Duties

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

Person Specification

Payroll Officer

Essential

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

- Experience of working within a finance team.
- Experience of using Sage Payroll.
- Thorough knowledge of statutory requirements relating to payroll.
- The ability to work quickly and accurately and prioritise a range of tasks.
- Excellent communication skills (verbal and written).
- Excellent IT skills, including Windows-based packages, Outlook and Excel, and able to demonstrate an ability to learn new systems effectively and efficiently.
- A willingness to learn and develop with the role and the department.
- Flexible attitude.

Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

- An interest in the theatre and the performing arts.
- A commitment to the aims of Dundee Rep and Scottish Dance Theatre
- An understanding of the workings of a charitable organisation.

Terms and Conditions

Payroll Officer

Pay

The salary range for the post is £15,300 - £16,500 per annum which is £25,500 - £27,500 FTE dependant on experience.

Hours

22.5 hours per week. Flexible and Hybrid working available.

Holidays

29 days per year inclusive of Public Holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be two months, or within the probationary period one month.

Location of work

Your main place of work will be Dundee Rep.

Other benefits

- Contributory staff pension
- Hybrid/Flexible Working

Non-contractual benefits

- Staff tickets to Dundee Rep Ensemble and Scottish Dance Theatre ensemble shows.
- Staff discount in Rep restaurant.
- Cycle to work scheme

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.