

## Finance Assistant (Payroll)

### Job Description

**Responsible to:** Director of Finance & Administration

#### Overall Purpose

To manage the monthly and weekly payroll process for all employees and provide administrative assistance in support of the Human Resources function.

#### Key Tasks and Responsibilities:

- Manage the payroll process for all weekly staff including collation, checking and ensuring authorisation of timesheets
- Manage the payroll process for all monthly staff liaising with the Head of Human Resources and others to ensure all adjustments are processed
- Process all new starters and leavers
- Provide support to Head of Human Resources in day-to-day responsibilities within HR related processes- this will include recording staff absences, sickness absence, maternity/paternity pay, shared-parental leave/pay, redundancy packages, contracts and any other adhoc HR related administrative support.
- Maintain up to date personnel files and ensure all necessary information and documents are contained in the file i.e., contracts, job descriptions, sickness forms, forms of identification etc.
- Processing the payrolls in the payroll system, distribution of payslips to staff and communication with performer's agents where required
- Processing of information from payroll system into the finance system
- Process and submit payroll information to HMRC in line with Real Time Information (RTI) requests
- Ensure all employees are enrolled into the appropriate pension scheme in line with Pension Auto Enrolment (PAE) guidelines
- Process and submit information to pension providers as required
- Process and submit information in relation to the Company's Give as You Earn (GAYE) Scheme
- Responsible for maintaining and updating all payroll processes
- Provide support with employee salary and payroll queries
- Process all paperwork associated with employment changes and variations to contracts in relation to monthly payroll
- Create and maintain all employee personnel files on monthly payroll, ensuring archiving of leavers and cleansing of information held in line with the Data Protection guidelines
- Support the administration of annual pay review of monthly payroll
- Update projections for monthly payroll with actual figures to establish variances to budget

#### Key Result Areas:

- Timely and accurate processing of the weekly and monthly payroll

#### Project Areas:

- Review and maintain HR data for the payroll system and the HR Information System. consolidate HR files for monthly payroll, both digital and paper, ensuring that all information stored appropriately for all staff
- Create documented instructions for all payroll processes
- Provide payroll advice for specific NTS projects.

#### ICT Compliance:

- Act as the main point of contact for Payroll Manager, ensuring any system upgrades are implemented.
  - Support the department in the development of ICT systems (Payroll Manager and iPlicit), including setting up new processes and providing training for team members
- Ensure all documentation on the All NTS Sharepoint site is kept up to date for finance and payroll.  
Maintain brand alignment and GDPR compliance at all times.

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### Organisational Requirements

- Work towards the achievement of the National Theatre of Scotland's organisational goals.
- As the post will require handling, processing, and recording of restricted information, confidentiality is required to be maintained at all times.
- As the post holder may be the first point of contact for many external organisations, and individuals, they are expected to remain up to date with, and aware of, developments within the National Theatre of Scotland and its work.
- Take part in organisational projects as required.

### Person Specification

Skills and Experience	Essential	Desirable
Relevant business/administration experience and/or knowledge in accounting and tax legislation	√	
Experience in HR processes and systems	√	
Experience of working in a complex finance environment	√	
IT literate - Microsoft packages Strong all-round administration skills and knowledge. Planning and organizational skills. Ability to have direct conversations with team members to ensure standards maintained and driven	√	
Strong project management skills being able to juggle demanding priorities		√
Identifying from any of the Company's priority underrepresented groups including: people of colour/ people from the global majority, deaf or hard of hearing people, disabled people, Gaelic speakers, BSL users, neurodiverse people.		√

### Terms and Conditions of Employment

**Annual salary:** £25,000 per annum

**Status:** Full time permanent contract

**Holiday Entitlement:** 34 days per annum (including public holidays) for full time staff

**Probationary period:** 6 months

**Notice period:** 2 months

**Pension:** We make an 8% contribution into our group personal pension plan on condition that the employee makes a minimum contribution of 4%.

**Hours of work:** Normal office hours are 10am – 6pm, Monday to Friday.

**Location:** The post will be based in National Theatre of Scotland's office at 125 Craighall Road, Glasgow and elsewhere as required. We offer hybrid working arrangements.