 **Job Advert**

**Payroll and Pensions Officer**

**Permanent**

**Middlesbrough** (*there may be a requirement for the postholder to work at School’s Hartlepool site on an occasional basis)*

**Full Time - 37 Hours per Week (Whole Time)**

**Annual Salary £26,408 – £28,163** *(Based on increments, starting salary £26,408)*

We have an exciting opportunity for a Payroll and Pensions Officer to ensure the effective delivery of payroll and pensions services based within the Finance section of the School.

We are looking for a self-motivated and organised individual, who will act as the key member responsible for payroll and pension administration within the School, providing support and advice on all school payroll and pension queries. They will process expense claims, overtime, sickness, holiday payments, statistical returns and ad hoc payments.

It is essential to have a computer Literacy qualification, or proven track record, preferably in relation to the use of databases, spread sheets and word processing. They should also have knowledge and previous experience of payroll and pension legislation.

***What will you get if you join us?***

* *The opportunity to work in an award winning institution with creative people in a creative environment, where exchange of ideas is commonplace,*
* *The knowledge that you have a positive impact on the development of (mostly young) people and the choices they make in life,*
* *Support and guidance in making any difficult decisions to achieve the targets you have been set,*
* *Access to personal skills development to help you achieve your targets and your longer-term career goals,*
* Work for an institution that supports work life balance, and cares for the wellbeing of staff;
* *Access to the local government pension scheme (with significant employer contributions).*

**Closing date for receipt of completed applications: 17/05/2022**

To download the application pack, see our website <https://northernart.ac.uk/careers/>

If you have any questions or to send your application form, please email HR@northernart.ac.uk