**Job Advert**

**Payroll and Pensions Officer**

**Middlesbrough and Hartlepool**

**Fixed Term for 6 months**

**Part time: 15 hours per week (Whole Time) Working hours can be flexible**

**Annual salary: £10,270(FTE: £25,335)**

We have an exciting opportunity for a detail-oriented Payroll and Pensions Officer to support the effective delivery of the School’s payroll and pension services.

We are looking for a self-motivated and organised individual, who will support the Payroll and Pension Specialist/HR Advisor, with the administration of payroll and pensions within the School. This role is crucial in ensuring the accurate processing of payroll and pension contributions for staff, in compliance with relevant regulations and policies.

It is essential for the successful candidate to have a computer literacy qualification, or proven track record, preferably in relation to the use of databases, spreadsheets and word processing. Knowledge and previous experience of payroll and pension is desired, however, not essential.

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

* Work for an institution that supports work-life balance, and cares for the wellbeing of staff;
* Staff development opportunities;
* Generous annual leave;
* Free confidential counselling service and physiotherapy;
* Free eye tests and contribution towards glasses for VDU use;
* Free IT products including Microsoft Office and Adobe Creative Cloud;
* Professional fees paid by the School;
* Staff recognition awards
* Free car parking and access to other staff benefits; and
* Access to the Local Government scheme (with significant employer contributions).

To download an application pack, please visit <https://northernart.ac.uk/careers/>

**Closing date for receipt of completed applications: Sunday 30th March 2025**

*Please send your completed application to* [*jobs@northernart.ac.uk*](mailto:jobs@northernart.ac.uk)

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This role is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If successful an Enhanced DBS Check (with barred list) will be required. Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Additionally, as part of the School’s shortlisting process, an online search will be carried out on all shortlisted candidates.