

## PAYROLL OFFICER

**Salary:** £27,000 - £32,000 (dependent on qualifications and experience)

**Location:** Hackthorpe, near Penrith (hybrid working available)

**Hours:** full or part-time

**Application deadline:** 31 July 2024

### Job description

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#### The job in a nutshell

You will be joining the small Finance team which looks after the day to day operations of the Trust. As Payroll Officer, you will manage the payroll process for the almost 400 people that work at Outward Bound, ensuring that all employees are paid accurately and on time. You will also support the rest of the Finance team with general finance administration.

Responsibilities include:

- Payroll Processing: Managing end-to-end payroll processes, including calculating salaries, overtime, bonuses, and deductions. Ensuring compliance with legal requirements and internal policies.
- Pension Administration: Handling pension contributions, auto-enrolment, and liaising with pension providers.
- Tax and NI Compliance: Staying up-to-date with tax codes, National Insurance (NI) contributions, and other statutory deductions. Ensuring accurate reporting to HMRC.
- Employee Queries: Addressing payroll-related queries from employees promptly and professionally.
- Statutory Reporting: Preparing and submitting statutory reports, such as P11Ds, P60s, and year-end submissions.
- Finance administration: potentially including debt chasing, monthly payment runs, cash book reconciliation and/or processing expense claims.

### Person specification

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#### Who we are looking for

We are looking for a positive, proactive, problem-solver with a professional approach. A team player who is willing to muck in with whatever needs doing.

The skills we need are:

- Relevant payroll qualification and/or experience.
- Good technology skills, particularly in Excel.
- Experience of wider finance administration is welcome but not necessary.

## Benefits

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### Benefits

- Annual leave of 24 days, plus bank holidays (rising by a day a year to 30 days +BH).
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance while at work or commuting.
- Cash plan healthcare (currently Medicash) on application after completion of probation.
- Pension Scheme (currently Standard Life): Auto-enrolment after three months.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
- Discounted course fees for family members.
- Cycle to work scheme.

### Plus!

- Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

### Application process:

Please apply by sending your CV and a covering letter outlining your suitability and why you are interested in the role to Tim Moss ([tim.moss@outwardbound.org.uk](mailto:tim.moss@outwardbound.org.uk)). Feel free to contact Tim if you'd like to have an informal chat and hear more about the role.

The deadline for applications is Wednesday 31 July. Interviews are planned for the week commencing Monday 5 August.

*We know that the confidence gap and imposter syndrome can get in the way of meeting spectacular candidates, so please don't hesitate to apply. We'd love to hear from you.*