

**Payroll Officer (0.8FTE)
Human Resources
Permanent**

The Glasgow School of Art

The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2050 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to continue to grow our student community in Glasgow to our 25% target, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter- disciplinary, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The Role

Job Title	Payroll Officer (0.8FTE)
Location	Glasgow (Rose Street)
Reports to	Head of Human Resources
Purpose	To ensure the delivery of a consistent, professional and high quality payroll service, in line with Payroll/HR Service Standards, whilst maintaining confidentiality, discretion and security at all times.

Principal Accountabilities

- Responsible for processing two GSA monthly payrolls including processing starters and leavers, timesheets and maternity pay; updating sickness records, processing relevant payments, charging payments to appropriate cost codes, updating tax codes, transmitting files for BACS payments and other duties as required.
- Liaise with HMRC (HM Revenue and Customs) over tax codes, national insurance rates and employment status of individuals.
- Process pension scheme membership paperwork and ensure compliance with Auto Enrolment Regulations.

- Produce payroll statistics and reports using Business Objects as required.
- Maintain accurate and well-organised payroll records and files.
- Respond to queries from individuals regarding payments, i.e. rates of pay, deductions, method of payment etc.
- Ensure documentation submitted in relation to GSA's Visiting Staff Procedures is accurate and compliant, in particular in relation to right to work checks being carried out in line with UKVI regulations. Prepare weekly reports for the Head of HR on any failure to adhere to procedures.
- Maintain and monitor Visiting Staff log to ascertain whether the contractual status of any individual requires to be reviewed in light of the frequency and regularity of their visits.
- Responsible for monthly submission of FPS (Full Payment Submission) and EPS (Employer Payment Summary) reports to ensure compliance with RTI.
- Responsible for year-end processing and reconciliation.
- Liaise with the MHR iTrent (HR/payroll system supplier) to ensure that all statutory and legislative updates are applied timeously and operate correctly.
- Produce monthly payroll journals for the Management Accountant to electronically input to Agresso, GSA's finance system.
- Undertake an annual payroll 'cleansing' exercise, i.e. process individuals as leavers who have not received a payment in the past year.
- Contribute to periodic internal and external audits and departmental reviews.
- Demonstrate commitment to continuous professional development through engagement with appropriate networks, publications and attendance at relevant seminars/training events.
- Any other duties as may be reasonably requested by the Head of HR, the Deputy Head of HR and other senior staff.

Key Challenges

- To work with competing deadlines, both internal and external, to deliver a professional service in line with published HR Service Standards.
- To adopt a friendly and open attitude, whilst respecting privacy and confidentiality as required by members of the HR Team.
- To develop an understanding of staff requirements in order to suggest enhancements to the existing service provided.

Principal Internal Contacts

- Heads of School
- Heads of Department
- Academic Support Managers
- Management Accountant
- Chief Cashier

Principal External Contacts

- HMRC (Her Majesty's Revenue and Customs)
- DWP (Department for Work and Pensions)
- Pension providers including SPPA (Scottish Public Pensions Agency) and SPFO (Strathclyde Pension Fund Office)
- HESA (Higher Education Statistical Agency)

Person Specification

Knowledge and Experience

- Educated to Degree level or with equivalent relevant experience.
- Significant experience of the School's integrated HR/Payroll system, MHR iTrent
- Good working knowledge of Business Objects reporting
- Significant hands on experience of payroll processing and administration in a busy office environment,
- Working knowledge of relevant UK legislation including Data Protection Act / GDPR
- Good knowledge of UK tax and pay compliance.
- Knowledge and understanding of manual PAYE calculations and payroll reconciliation.
- Good working knowledge of all Microsoft Office applications.

Skills and Attributes

- A highly motivated self-starter, able to work effectively as a team player and also capable of operating with minimum supervision.
- Strong interpersonal skills with the ability to foster effective working relationships with colleagues and staff at all levels throughout GSA.
- Strong administrative and organisational skills, with excellent accuracy and attention to detail and the ability to meet deadlines.
- Excellent time management and prioritising skills with sound attention to detail.
- Understanding of and commitment to diversity and equal opportunities.
- Understanding of and commitment to Health and Safety.

Terms and Conditions

Salary: Grade 5 £26,495 - £30,688 per annum pro rata

Contract: Permanent

Probationary period: It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It

should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.

Hours	28 hours per week
Holidays:	30 days pro rata plus 11 public and statutory holidays pro rata
Pension:	Option to join the Local Government Superannuation Scheme
Notice period:	1 month