

**CONDITIONS OF SERVICE**

**Hours:** **Hours are 35.25 hours per week.** Where additional hours are worked, overtime will be paid (must exceed full time hours if part time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.

**Contract:** This is a **Permanent Post.** All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

**Salary:** Salaries are paid monthly, directly into a bank account of your choice. **The salary for the post is £31,636 - £35,702** **per annum.** It is policy to commence on the first point of the salary scale unless, at the Manager’s discretion, an alternative agreement is reached.

**Pension:** Employees will initially be enrolled in the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1st April 2019. Further details of the scheme are available from the payroll team.

Employees with a contract of 6 months or more can however opt out of the auto-enrolment scheme and request to join Hillcrest Homes Defined Contribution Scheme with the TPT Retirement Solutions where the employee currently contributes 8.5% of earnings and the Organisation’s contribution is 8.5%.

**Health Plan:** Employee’s are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

**Annual Leave: Leave year runs from 1st January - 31st December.** Annual Leave entitlement is 225.6 hours per annum, rising to 260.85 hours over a 5 year period. 5 days Public holidays have been included in this annual leave entitlement. Managers will commence on 260.85 hours. You are required to retain 35.25 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year **Annual leave is calculated on a pro rata basis for part time staff**

**General:** Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.

**Smoking:** The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are outwith the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions you must declare

**Offenders Act 1974:** this on your application form.

In relation to ‘spent’ convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland’s website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) and check the ‘Frequently Asked Questions’.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

**Equal Opportunities:** Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date **C.V.’s will not be considered.**



**JOB DESCRIPTION**

**Job Title:** Payroll Team Leader

**Department:** Finance

**Salary:** £ 31,636 - £35,702

**Responsible to:** Finance Manager

**Responsible for:**  Payroll Team

**Main Purpose of Post:**

Reporting to the Finance Manager, the Payroll Team leader will have responsibility for the payroll function of Hillcrest and its subsidiaries. The post holder has an important role to play in implementing and delivering the business transformation aims in relation to our processes, procedures and technology for the payroll function, managing a team of staff to make sure the business delivers an effective payroll function and ensuring that all processes and payments are compliant with relevant payroll legislation and service level agreements.

As a leader of people you will lead by example, encouraging collaboration and continuous improvement and learning, high performing, responsive, efficient and modern service, that provides an excellent customer experience for its customers.

**Responsibilities:**

* Manage team to work collaboratively to ensure high levels of customer satisfaction are attained, and KPI’s & departmental targets are achieved.
* Developing team members, ensuring all are trained on all payroll processes, and measure individual’s performance against personal development objectives set
* Ability to lead by example and motivate team members
* Takes ownership for continuous learning and personal development
* Strong communication skills with ability to communicate at all levels across the business

**Main Duties:**

* Develop and improve the Payroll function, identify opportunities for efficiencies or improvements
* Ensure the preparation and payment of salaries and expenses is completed in an accurate and timely manner, in line with relevant legal and regulatory requirements
* Business Reporting to External agencies, Senior Managers, and Board in relation to Payroll matters
* Working closely with the HR Manager to quantify HR Business Reporting to Senior Managers and Board
* Support Finance Co-ordinators with payroll queries
* Support and assist Finance Co-ordinators with preparation of all input data for entry into the payroll system and calculation of monthly salaries in line with procedures
* To support Finance Manager as required with quarterly, monthly and annual reports
* Timely submissions of data requirements for staff benefits, including pensions and life cover
* Line management responsibility, including daily management tasks, regular review of workload, progress against objectives and annual employee performance reviews

**Customer and Partnership Working:** The Payroll Team Leader will support Hillcrest to build on the culture of continuous and ambitious improvement, as well as ensuring efficiency is embedded in all service and operational design and delivery.

* Positive working relationships with internal and external stakeholders to support operational objectives and deliver service excellence, including but not limited to: HMRC and pension providers
* The links between all functions within the Finance directorate and other departments are maintained to successfully deliver departmental and business plan objectives
* Work closely with the HR department to ensure the integrity of salary information and payments and ensuring information is shared across the departments effectively.

**Personal Specification – Payroll Team Leader**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * To hold (or be willing to work towards) a relevant qualification equivalent to a minimum of level 8 of the SCQF Framework or equivalent professional qualification in a relevant subject
 | * CIPP Membership
 | Application FormCertificates |
| **Experience** | * Experience and knowledge of payroll sector, including relevant and current payroll legislation
* Previous experience of working on a large payroll in excess of 1,000 employees
* Proven ability to be able to develop and manage processes and systems
* Experience of developing positive working relationships with external and internal stakeholders
* Previous experience of computerised accountancy packages and excel
 | * Previous staff management experience
* Knowledge of Housing Association and Charity legislation
 | Application FormInterview |
| **Proven Competencies** | * Ability to prioritise work to meet deadlines
* Be able to evidence strong, effective communication
* Able to build good working relationships across departments
* Ability to promote change and improvements, take a balanced view of situations
* Able to demonstrate significant experience and knowledge relevant to the role
* Strong analytical skills and high attention to detail
* Ability to use initiative
 |   | Application FormInterviewReferences |
| **Role Specific Requirements** | * Flexible attitude that does not compromise standards, aims or objections
 | * Hold a valid driving licence and have access to own car
 | * To evidence at interview
* References for verification
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