



Job description

Job title	Payroll Advisor
Department	Human Resources
Contract	Permanent
Salary	£26,485 per annum (i.e pro rata to the full time equivalent of £33,106 per annum)
Hours	28.8 hours (4 days) per week
Location	London
Reporting to	Head of HR Operations

About the role

Purpose of this role is to contribute to the provision of a comprehensive and customer focused HR operational service with specific responsibility for payroll management with a commitment to continuous improvement.

About your team

Our team of experienced HR professionals are committed to providing a high quality, innovative service to all employees in line with HR best practice, relevant legislation, government guidance and Tate's values.

We are a creative and forward-thinking team who are committed to enabling people to thrive and reach their full potential at work.

We are passionate about building an inclusive culture at Tate that encourages, supports and celebrates the diverse voices of our employees.

What you will do (main duties and responsibilities)

Payroll

- Support the Head of HR Operations to ensure that all payroll activities are carried out in accordance with Tate's agreed policies and procedures.
- Ownership of all payroll related queries both within the team and from staff and managers, ensuring queries are dealt with in an effective and timely manner through to resolution
- Work with Tate's payroll bureau (Zellis) to ensure the smooth running of the monthly payroll.
- Liaise with departmental administrators to compile the input of temporary pay elements such as overtime and casual hours payments and monitor monthly spend within timesheets

against available budget, highlighting any overspends to the Head of HR Operations and Director of People

- Support the HR Assistants with input of data on to the HR/Payroll database (Resourcelink) including monitoring input for accuracy and completeness and assisting with input if required.
- Ensure accurate records are kept for all payroll related activities.
- Liaise with finance regarding the payroll and recovery of salary advances, ad hoc CHAPS and BACS payments and queries relating to the payroll control account.
- Manage employee benefit schemes, currently the childcare voucher scheme (Computershare), Cycle to work by bicycle purchase scheme (Cycle scheme) and the season ticket loan scheme.
- Check the payroll input carried out by the HR Assistants, including temporary pay elements input
- Deputise for the Head of HR Operations where appropriate, including attending meetings on their behalf and ensuring payroll is signed off to deadlines in their absence.

General HR Delivery

- Monitor the HR operational expenditure budget, including coding invoices, maintaining a commitment log and carrying out monthly reconciliations. Support the Head of HR Operations with forecasting for the HR Operations budget line.
- Manage and monitor stock and ordering of items for the HR department such as, stationery and support with photocopier and fax machine maintenance and recycling.
- Carry out pensions administration tasks to ensure Tate is complying with its responsibilities, including the issuing of annual benefit statement and carrying out monthly reconciliation checks.
- Support with providing payroll evidence for internal and external audits as and when required.

Contributing to improving the service

- Contribute to maintaining and improving the team's information storage systems and lead relevant areas of work to move all remaining paper-based systems online.
- Proactively seek out opportunities to enhance and make efficiencies in the payroll service
- Support with upskilling the wider HR team in relevant payroll practices to improve the overall service and introducing robust and clear SLAs for payroll services with the Head of HR Operations.
- Work flexibility within the Operations team to ensure service cover is provided across the team, including providing cover during periods of annual leave, sickness etc.
- Support the Head of HR Operations in maintaining and developing and documenting the processes that underpin the delivery of the payroll service at Tate.
- Contribute towards our ambition to provide an outstanding HR service.

What you will bring to the team

- Commitment to providing a customer-focused service.
- Significant previous payroll experience with the ability to offer payroll related advice and explain technical issues in a clear and concise manner.
- High degree of computer literacy with good working knowledge of Microsoft applications, email, spreadsheet, internet applications and databases and an understanding of how IT applications can be used to improve service delivery and efficiency. Intermediate to advanced Excel skills.
- Strong numeracy skills and proven experience of working accurately with figures.
- Creative problem-solving skills with ability to analyse issues and be resourceful in coming up with solutions.
- Exceptional attention to detail.
- Able to work effectively as part of a team as well as proactively on own initiative.
- Excellent organisational skills and time management skills and the ability to prioritise activities and use available resources to ensure tasks are completed accurately and to deadline.
- Effective communication skills - the ability to communicate effectively with a wide range of people both internally and externally.
- A flexible approach to work.

Desirable

- Previous experience using Resourcelink.
- Experience of reporting through COGNOS/Impromptu.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation

- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **24 June 2021 by midnight**.

