

Payroll Officer	
Contract type	Permanent
Working hours	Full-time
Directorate	Finance
Salary	£31,247 pa

Location

IPSA is a hybrid organisation, flexible on UK mainland locations, including NI.

Background

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 elected Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

IPSA is on a mission! We want to enable MPs to do what really matters by providing a providing an exemplary, seamless regulatory service. We have a compelling plan and we're intent on transforming IPSA and we need a great, finance savvy, relationship builder with sound knowledge of payroll, pensions, and other payments to help us drive accurate, consistent payroll processing and advice to MPs and their staff. If you don't already have a Chartered Institute of Payroll Professionals qualification, we'll support you to become a qualified payroll technician.

We're looking for someone resilient who enjoys working in a challenging, demanding, and dynamic environment and who enjoys speaking with customers and colleagues to resolve issues efficiently and effectively. You'll belong to the Payroll team in the Finance function but your role will be visible across IPSA and building successful partnerships is key. You'll enable change and improvement across the team, anticipate risks and ensure that financial data is current and accurate.

Key areas of responsibility

- Ensuring MPs' staff are paid accurately and on time.
- Maintaining payroll records in accordance with the Scheme of MPs' Staffing and Business Costs and HR policies and procedures.
- Providing exemplary, seamless service to our customers, internal and external.
- Teamwork to enable your colleagues to achieve results.
- Building open and honest relationships with all teams and acting as the face of Payroll across IPSA.
- Collaborating with other teams to resolve payroll queries, ensuring teams are provided with appropriate and timely advice and information.
- Ensuring financial controls are maintained by IPSA people and MPs.
- Actively making IPSA a great place to work, contributing to continuous improvement of the payroll function and adding value to the organisation.

Who we are looking for

We'd like you to be a qualified payroll technician through the Chartered Institute of Payroll Professionals qualification but if you're not, we'll support you to become some. You'll have experience of HMRC legislation and how this applies to payroll, pensions, and other statutory payments as well as basic finance and budget management skills.

You'll be adept at understanding and communicating complex and challenging financial information to people of all levels. You'll have an eye for accuracy and attention to detail and you'll be curious about the data to ensure it's right first time every time. You'll enjoy working with others and be accountable for achieving great results.

You'll be working in a pressured environment so resilience is a must and you'll need great listening skills. High initiative and a flexible approach to work and change are very important, too.

You'll be joining a diverse and knowledgeable team of people, passionate about making IPSA brilliant and so you'll need to fit right in.

Benefits

- Civil Service Pension.
- Generous holiday entitlement.
- Season ticket/rent deposit loans.
- Flexible working.
- Access to learning and development.
- A culture encouraging inclusion and diversity; with LGBT+, BAME, Women's and Green workplace groups.
- Cycle to work scheme.
- Volunteering days.

Our commitment and values

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain, and develop people with a diverse mix of skills and experience. We are a high-performing organisation that respects diversity and promotes our values through all the work that we do. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

How to apply

If you are interested in applying for this role, please send your CV and a one-page cover letter to ipsa.recruitment@theipsa.org.uk.

We operate a blind recruitment process, so please remove any reference to your:

- Name and title.
- Educational institution names.
- Age and gender.
- Email address.

- Postal address and telephone number.
- Nationality and immigration status.

Please ensure that your CV and cover letter does not contain any personal details which could identify you. We may be unable to consider your application if you do not follow the application guidelines above.

When you submit your application via email to our HR team, your name and email address will only be visible to them and not those who will conduct the shortlisting. The People team will contact you if you have been shortlisted.

If you would like further information or an informal discussion, please contact us at HR@theipsa.org.uk

We've adapted our recruitment process during the pandemic, so our interview and onboarding processes are virtual. If you want to join our team, you'll need access to a secure WIFI network and a private space to work from. If you join our team, you'll be supplied with equipment for virtual onboarding, training, and working from home.

We'll be interviewing throughout the application window and so we reserve the right to close the advert early depending on the volume of responses. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice.](#)

Latest Application: 6 June 2022