



Contract type	Permanent
Working hours	Full time (36 hours per week)
Starting Salary	£31,000
Location	We're a fully hybrid organisation
Directorate	Finance

About IPSA

IPSA is an 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 UK. In fact, we were the first independent regulator of its kind in any of the world's democracies.

Our mission is simple: we want to enable MPs to do what really matters by providing an exemplary, seamless regulatory service. We're guided by our values and our brilliant, inclusive culture ensures we're not only a great place to work but that we can also constantly adapt, evolve, and improve everything we do so that we can meet our customers' needs.

Take a look at some of our videos to find out more about who we are, what we do and how we do it:

What do IPSA do?	Working at IPSA
	

The role and its responsibilities

We are looking for a new Payroll Officer to help us deliver our seamless regulatory service. We're a payroll team of 13 and we sit within the finance function, but your role will be visible across IPSA and will have direct, regular contact with our customers where building successful partnerships is key. If you like to be challenged and enjoy working in a dynamic environment, then this could be the job for you. The role will help to make a difference to our customers everyday by providing timely and accurate payroll information and resolving issues efficiently

and effectively. There's a lot of scope for you to enable change and improvement across the team and our day-to-day operations.

Payroll Officer's responsibilities include:

- 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.
- Building open and honest relationships with all teams and acting as the face of Payroll across IPSA.
- Providing exemplary, seamless service to our customers, internally and externally.
- Enabling your colleagues to achieve results through brilliant teamwork.
- 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 and MPs.
- Actively contributing to continuous improvement of the payroll function and helping to improve IPSA.

Who we're looking for

You'll have experience of working in a payroll team and understand how HMRC legislation applies to payroll, pensions, and other statutory payments, as well as basic finance and budget management skills. We'd like you to be a qualified payroll technician through the Chartered Institute of Payroll Professionals (CIPP) but if you're not, we'll support you through a development pathway. You'll be adept at understanding and communicating complex and challenging financial information to people of all levels, both within IPSA and to our customers. You'll be curious about the payroll data to ensure its right first time, every time. You'll have an eye for accuracy and attention to detail and you'll own your work. You'll enjoy working with others and be accountable for achieving great results.

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

Above all, you'll live and breathe IPSA's values and be able to demonstrate how your experience and ways of working align with these.

From day one of joining IPSA, you will start to benefit from our generous salary package, which increases as you develop in your role. How quickly you progress depends entirely on you and how you perform. You will also immediately receive other benefits, outlined below.

A full job description and person specification is available on the [Current vacancies section on our website](#).

Location

We're a hybrid organisation with employees working in all corners of the UK. We have an office in central London which you can work from, although we welcome applications from all across the UK, offering flexible homeworking on UK mainland locations (which includes Northern Ireland).

What IPSA can offer you

- A competitive salary which increases as you develop in your role and is regularly benchmarked against industry.
- Hybrid and flexible working, with occasional travel to our London office for team meetings
- Generous contributions into a 'Civil Service' pension.
- 25 days holiday entitlement (+ bank holidays), increasing by 1 day each year up to 30 days.
- Option to purchase additional holiday days each year.
- Access to learning and development tailored to your role with coaching opportunities.
- Working in a high-performing organisation which supports democracy with a great team ethic.
- A culture encouraging equity, diversity, and inclusion.
- Time in your work to time to participate in our inclusive workplace networks.
- Mental Health First Aid network and access to our EAP
- Enhanced family leave provisions
- Workplace awards programme for living IPSA's values and innovative ideas.
- Season ticket/rent deposit loans.
- Cycle to work scheme.
- Volunteering days and 'you' time.

Our commitment and values

We're committed to making IPSA a brilliant place to work and at the heart of our people philosophy is our promise to engage, enable and empower every member of our team to deliver excellence, learn and develop each day. Through a diversity of backgrounds, experience and thought IPSA will continue to be a high-performing organisation with a truly diverse and inclusive culture. We're guided by our values and live and breathe them through all the work that we do. These are Staying Connected, Seeing the Bigger Picture, Being Open, Doing the Right Thing and Making a Difference. As a values-based organisation you can expect these to feature throughout the recruitment process and beyond.

How to apply

If you feel like you're a good fit for this role and for IPSA then we'd love to hear from you. Please send us your CV and a one-page cover letter to careers@theipsa.org.uk. We ask you to be succinct in your cover letter highlighting why you'd be a great match. It's always a good idea to cross reference your letter with the key elements of the role and focus on some of your key achievements which might be relevant to this role and how you align to our values.

Before you apply, please take a moment to read the [How to apply section on our website](#) which details our approach to reducing unconscious bias in our recruitment process.

Interview process and timeline

Interviews will be virtual via Microsoft Teams, so you'll need access to a secure WIFI network and a private space. Our interviews are competency-based, and we'll ask you a series of questions designed to help assess your suitability for the role and for IPSA, and we may also ask you prepare a short presentation.

The closing date for this role will be 22 December 2023, so we encourage you to submit your application without delay. Shortlisting will take place in the w/c 2 January 2024 and interviews will take place on w/c 8 January 2024.

Due to the high number of applications, we expect to receive for this role we will only contact you if your application is shortlisted for interview. Feedback will only be provided after interview.

Privacy notice and right to work

By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice.](#)