**Part-Time Payroll Supervisor (21 hours per week) – Accounts Section - Head Office (Ref: 872)**

**Deadline:** Noon on 28 June 2024

**Salary: £36,667 pa** rising to **£45,245 pa (pay award pending)** (pro rata to **£22,648 pa** rising to **£29,944 pa** for a 21 hour week) **after three years' service**.

**The postholder will work on three days a week. The actual days of the week worked and the working pattern on those days will be agreed between the Union and the successful candidate.**

**Location:** Head Office, Salford Quays, M50 3XZ

The Union of Shop, Distributive and Allied Workers is one of the UK's largest trade unions.

A vacancy exists for a Part-Time Payroll Supervisor based at the Union’s Head Office.

**What we Offer:**

* Defined contribution pension.
* Generous holiday entitlement – 24 days rising to 32 days plus bank and customary holidays (pro-rata to commencing month in holiday year and number of days a week worked).
* Free onsite parking, subject to availability.
* Cycle to Work Scheme (subject to passing probation and length of contract).
* Season Ticket Loan (subject to length of contract).
* Free health assessments (post probation).

**Principal duties are:** to manage and deliver all aspects of a monthly payroll for 330+ staff, a pension payroll for 400+ retired staff plus quarterly and annual payroll runs for the Union's non-employed office holders.

**The successful applicant will possess**: proven experience in all areas of payroll delivery; thorough knowledge of payroll software and Microsoft Office applications; knowledge of changes in employment law and how they impact on salaries and wages; an understanding of data protection and confidentiality; the ability to supervise, motivate and train staff; a methodical approach with close attention to detail

An application pack can be downloaded from here by clicking on the ‘apply’ button. Alternatively, please e-mail [jobvacancies@usdaw.org.uk](mailto:jobvacancies@usdaw.org.uk) or telephone the HR Section on 0161 413 0904, quoting **Ref: 872.**

The closing date is **noon on Friday, 28 June 2024.**

Interviews are expected to take place on **Friday, 12 July 2024.**

**CVs are not accepted. No agencies please.**

Usdaw is an Equal Opportunities Employer**.**