

# Senior Payroll & Reward Analyst



Erskine Stewart  
Melville

1694

Full Time - Permanent - Edinburgh

## Be part of shaping the future

For over 330 years, Erskine Stewart Melville has evolved to meet the needs of each new generation. Founded on a tradition of excellence and inspired by the spirit of the Scottish Enlightenment, we are proud of our history, our community and our enduring commitment to education that lasts a lifetime. Today, we are embarking on an exciting new chapter as we continue to modernise, innovate and develop as a leading independent school.

Guided by our pillars of **Ambition, Innovation and Community**, and our values of **Kindness, Confidence, Resilience, Integrity and Curiosity**, we are creating an environment where both students and colleagues can thrive.

We are looking for an experienced and detail-oriented HR and payroll professional who thrives in a fast-paced environment and takes pride in delivering an exceptional service. You will bring a strong understanding of payroll operations, excellent analytical skills and the ability to build trusted relationships with colleagues and stakeholders across the organisation.

You'll be someone who enjoys solving problems, working with data and identifying opportunities to improve processes and ways of working. Equally comfortable dealing with operational detail and providing valuable insight, you'll combine accuracy, professionalism and sound judgement with a proactive, customer-focused approach.

Most importantly, we're seeking someone who shares our commitment to excellence, values collaboration and is excited by the opportunity to contribute to a forward-thinking school that is both proud of its heritage and ambitious about its future.



Guided by our pillars of Ambition, Innovation and Community, you'll play a key role in supporting our people and helping to shape an outstanding employee experience.

## About the Role

---

This is a unique opportunity to play a pivotal role in busy and evolving People and Finance functions.

As Senior Payroll & Reward Analyst, you will lead the operational delivery of payroll while supporting a broad range of activities across the employee lifecycle. Acting as a key link between HR, Finance and external partners, you'll help ensure our people are paid accurately and on time, whilst providing valuable workforce information and insight that supports informed decision-making.

This is a varied and rewarding role combining operational excellence, data analysis, stakeholder relationship management and continuous improvement. You'll have the opportunity to influence processes, improve systems and contribute to wider projects that support our strategic ambitions.

If you enjoy combining technical expertise with customer service, problem-solving and process improvement, this role offers an excellent opportunity to make a meaningful impact.

## What you'll be doing

### Payroll Operations

- Managing end-to-end payroll processes and ensuring accurate and timely payroll delivery.
- Supporting payroll-related employee lifecycle activities, including appointments, contractual changes and leavers.
- Managing payroll compliance activities, pensions administration and statutory payments.
- Investigating payroll queries and resolving discrepancies.



## **HR Operations and Employee Experience**

- Supporting HR operational processes across the employee lifecycle.
- Working closely with colleagues to ensure employee records and workforce information remain accurate and up to date.
- Providing expert guidance on payroll processes and procedures.
- Helping to deliver a positive and professional employee experience.

## **Workforce Data and Reporting**

- Producing payroll and workforce reports that support operational and strategic decision-making.
- Analysing data to identify trends, risks and opportunities.
- Conducting audits, reconciliations and data quality checks.
- Supporting compliance, governance and reporting requirements.

## **Continuous Improvement**

- Identifying opportunities to improve payroll processes, controls and reporting.
- Contributing to system enhancements and process improvement initiatives.
- Supporting the development of efficient, modern and customer-focused HR services.
- Sharing expertise and helping build capability across the wider team.

The full role profile is included at the end of this candidate pack.



## About You

---

You are an experienced payroll or HR operations professional who combines technical expertise with a collaborative and solution-focused approach.

You'll bring:

- Experience managing payroll and complex operational processes.
- Strong analytical ability and excellent attention to detail.
- Confidence managing systems, data and reporting tools, with iTrent knowledge essential.
- Excellent communication and stakeholder management skills.
- The ability to manage competing priorities and meet deadlines.
- A proactive mindset and commitment to continuous improvement.

You'll also be someone who enjoys working collaboratively, builds trusted relationships and takes pride in delivering a high-quality service.

## Why Join Erskine Stewart Melville?

At Erskine Stewart Melville, our people are central to everything we do. We are committed to creating an environment where colleagues can develop, contribute and thrive.

When you join us, you'll benefit from:

- A varied and rewarding role with significant responsibility and impact.
- The opportunity to work across both HR and Finance functions.
- Exposure to a broad range of HR operations, workforce data and payroll activities.
- Opportunities to contribute to organisational improvement and modernisation.
- Professional development and career progression opportunities.



- A supportive and collaborative working environment within one of Scotland's leading independent schools.

The Salary range for this role is £43,077 to £48,219. The successful candidate will typically start at the first point of the salary scale. Progression through the range is currently length of service, and performance, which will be applied in line with the School's salary progression framework.

You can expect an excellent range of benefits, such as 40 days annual leave, (which includes 10 fixed days over Christmas, New Year and Easter), a contributory pension scheme, access to a wide range of discounts and services, and a lease car hire scheme, but more than that, excellent place to work in one of Edinburgh's most beautiful areas.

## **Come Join Us**

If you're looking for an opportunity to apply your payroll expertise, broaden your HR experience and contribute to the future success of a historic yet forward-looking organisation, we'd love to hear from you.

## **Erskine Stewart Melville - Our School Pillars**

### **Ambition**

We are driven to pursue excellence and encourage everyone within our community to achieve their full potential.

### **Innovation**

We honour our founders by embracing fresh thinking, challenging convention and continually improving how we work and learn.

### **Community**

We foster a culture of belonging, collaboration and compassion where every individual is valued and supported.

**Empowering minds for a better world and an education that lasts a lifetime.**



## Role Profile: Senior Payroll & Reward Analyst

---

### Role Purpose

The Payroll & Reward Analyst provides expert payroll and HR operational support, ensuring payroll services, workforce information and employee data are accurate, compliant and delivered to a high standard.

Working across HR and Finance, the role contributes to informed decision-making, continuous improvement and excellent employee experience.

### Key Activities and Responsibilities

#### **Payroll Operations and Employee Lifecycle Management**

- Coordinate end-to-end payroll activities, ensuring accurate and timely processing.
- Manage payroll-related employee lifecycle changes, including appointments, contractual changes and leavers.
- Validate payroll information, investigate discrepancies and ensure timely resolution.
- Support pension administration, statutory payments and payroll compliance requirements.
- Maintain payroll records, controls and audit trails.

#### **Specialist Advice and Stakeholder Management**

- Act as the first point of expertise for payroll-related queries and guidance.
- Build effective relationships with HR, Finance, payroll providers and external partners.
- Provide clear and professional advice on payroll processes and procedures.



- Support the resolution of complex payroll and workforce data queries.

### **Data Management, Compliance and Governance**

- Maintain accurate payroll, HR and workforce data.
- Produce payroll and workforce reporting, identifying trends, risks and anomalies.
- Undertake audits, reconciliations and data quality checks.
- Support compliance with payroll legislation, pensions requirements, GDPR and School policies.
- Provide workforce information and analysis to support decision-making.

### **Continuous Improvement and Team Contribution**

- Identify opportunities to improve payroll processes, controls and reporting.
- Support the implementation of system and process improvements.
- Develop and maintain payroll guidance and documentation.
- Work collaboratively across teams to deliver shared objectives and service excellence.

### **Decision Making and Accountability**

- Coordinate payroll operations within established procedures and controls.
- Validate payroll transactions and implement appropriate corrective actions.
- Investigate payroll and workforce data issues and recommend solutions.
- Produce payroll and workforce analysis to support operational decision-making.
- Recommend service and process improvements.

The key activities outlined in this role profile are indicative and additional duties maybe undertaken consistent with the grade, level and purpose of the role, to support the needs of the School



Complex policy matters, significant financial risks and exceptions to established procedures should be referred to the Head of HR and/or Head of Finance.

## **Core Behaviours and Attributes**

### **Living ESM Values**

- Demonstrates professionalism, integrity and accountability.
- Acts in a manner that reflects ESM values and reputation.
- Maintains confidentiality and treats others with respect.

### **Collaborative and Service Focused**

- Builds trusted relationships across HR, Finance and the wider School.
- Delivers a responsive and solution-focused service.
- Works collaboratively and contributes to shared objectives.
- Shares knowledge and supports colleagues.

### **Forward Thinking and Improvement Focused**

- Embraces learning, innovation and continuous improvement.
- Uses insight and data to enhance services and processes.
- Identifies opportunities to improve efficiency and effectiveness.
- Responds positively to change.

### **Detail Focused and Reliable**

- Produces accurate, high-quality work.
- Demonstrates strong numerical and analytical capability.
- Identifies trends, risks and anomalies within data.
- Applies a structured approach to problem-solving.

### **Resilient and Accountable**

- Takes ownership of outcomes and commitments.
- Exercises sound judgement and escalate appropriately.
- Manages competing priorities effectively.
- Responds positively to feedback and changing demands.



## Skills

### Essential

- Strong payroll administration knowledge.
- Advanced Excel and reporting skills.
- Strong analytical and problem-solving capability.
- Excellent communication and stakeholder management skills.
- Experience using HR and payroll systems.
- Ability to manage complex deadlines and priorities.
- Experience with integrated HR/payroll systems such as iTrent.

### Desirable

- Experience using reporting and business intelligence tools.
- Experience supporting process improvement initiatives.

## Knowledge

### Essential

- Understanding of payroll operations, controls and legislation.
- Understanding of HR administration and employee lifecycle processes.
- Knowledge of GDPR, confidentiality and information governance requirements.
- Understanding of audit and reconciliation principles.
- Understanding of safeguarding responsibilities.

### Desirable

- Knowledge of pensions administration and statutory payments.
- Understanding of workforce analytics and management information.
- Awareness of contemporary HR operational practice.

## Qualifications and Experience

### Essential

- Significant experience in payroll, HR operations or a related specialist role.



- Experience managing complex, deadline-driven processes.
- Experience producing reports and analysing data.
- Experience working with multiple stakeholders and service providers.

### **Desirable**

- CIPP, CIPD, AAT or equivalent qualification.
- Relevant payroll, HR, finance or business qualification.
- Experience within an education or regulated environment.