

# WCMC



**Payroll Officer - People Team**  
Application Pack



## ABOUT WCMC

WCMC (World Conservation Monitoring Centre) is a global centre of excellence on biodiversity and nature's contribution to society and the economy.

We work at the interface of science, policy, and practice to tackle the global crisis facing nature and support the transition to a sustainable future for people and the planet.

Our cutting-edge science, data and insights inform policy and business decisions worldwide.

Achieving the vision of a world living in harmony with nature by 2050 will require transformative and systemic change across all sectors. We bring together and support governments, businesses, research bodies, and more to put nature at the heart of decision-making.

**"We are entering a make or break decade for nature with WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."**

Jonny Hughes, CEO of WCMC



# Thank you for your interest in the role of Payroll Officer within the People Team at UNEP-WCMC

Our friendly People team provides support to over 200 employees and is committed to delivering our People Strategy, which aims to ensure the Centre is an exemplary employer with a supportive culture and highly motivated and engaged staff. This vacancy is an excellent opportunity to demonstrate your payroll skills within an exciting organisation contributing to a global environmental focus. We are seeking an experienced Payroll Officer to join the team to help process and deliver the monthly payroll/benefits for all employees.

The successful candidate will provide administrative, transactional, and organisational support to the People team and the Centre, particularly in respect of payroll & benefits. Key areas of responsibility include entering and tracking monthly payroll adjustments, validating and reconciling monthly payroll figures, producing monthly payroll and benefits reports, resolving payroll issues, responding to queries and providing advice, as well as administering payments to HRMC and completing statutory month end and year-end tax returns and reports. The candidate will also get involved with assisting with other general HR duties as appropriate.

We are looking for someone personable, organised and flexible with previous experience of payroll and benefits administration, high attention to detail, a can-do attitude and the ability to work well both independently, as well as part of a team and meet tight deadlines. We will provide you with the opportunity of working within a friendly, fast paced, forward thinking team and offer a competitive salary and benefits package, including generous pension contributions.

# ABOUT THE TEAM

The people Team are a friendly team of HR professionals with a wide range of skills and experience, who look after all things people related in the organisation.

Our culture, both in the team, and across the organisation, is to be friendly, supportive and transparent. We have a solution based approach and always try to help. Everyone who works here says that the people who work within the organisation, are amazing and talented.

In the last 5 years our employee numbers have increased from 103 to 203, and we are still growing. So we are a very busy team and this new role is designed to help with efficiencies and implement a new HR system.



# ABOUT THE ROLE

## Job Description

The Payroll Officer will process WCMC's payroll in a timely and accurate manner, calculate wages and applicable deductions based on employee attendance and service. Enters payroll information into central system for processing. Creates and maintains employees' payroll records. Issues employees' checks and earnings summaries. Completes payroll reports.

## Key Areas of Responsibility

Ensure the entire payroll and benefits monthly lifecycle is administered and processed in a timely and accurate way

- Enter monthly payroll adjustments in Natural HR including starters, leavers, sickness, parental leave, benefits, salary/hours changes, pension changes etc.
  - Processes company's payroll every pay period
  - Validate and reconcile payroll figures each month.
  - Correctly calculates employee take-home pay based on time records, benefits, and taxes
  - Work closely with the Finance team to ensure monthly sign off of the payroll.
  - Produce monthly and annual benefits administration data including renewal information and reward statements.
  - Promptly identify and resolve payroll or benefits administration amendments.
  - Completes monthly payroll reports to track relevant figures and provide information to other parties as necessary.
  - To record and pay over to HM Revenue & Customs all income tax, national insurance, statutory payments and student loans in an accurate and timely manner.
  - Assist in the preparation of statutory month end and year-end tax returns.
  - HM Revenue & Customs and year-end reporting.
  - Handles changes in exemptions, job status, and job titles
  - Ensure all statutory returns are processed with payroll.
  - Develop and maintain good relations with internal colleagues and external payroll and benefits suppliers.
  - Adheres to payroll policies and procedures and complies with relevant law
  - Identifies, investigates, and resolves discrepancies in timesheet and payroll records
  - Honours confidentiality of employees' pay records
  - Completes payroll reports for record-keeping purposes or managerial review
  - Determines organisation's tax obligations by calculating national and council taxes as well as National Insurance contributions
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- Provide support to the People team as required
  - Provide Payroll advice and support, in line with the Company's policies and procedures.
  - Assist with People Team admin where required in relation to the employee lifecycle, Recruitment, Learning and Development, payroll and benefits.
  - Undertake project work as requested.
  - Attend and support meetings as requested.
  - Archive information in line with organisational requirements and timeframes as required.

## Other Duties

The successful postholder may be asked to undertake other reasonable HR activities commensurate with the level of the post.

## Person Specification

### Qualifications/Education

#### Essential:

- 3 A Levels or equivalent

#### Desirable:

- Certificate in Chartered Institute of Personnel Development
- Payroll Qualification
- Degree level qualification

### Experience

#### Essential:

- Experience of payroll and benefits administration and ability to accurately verify information quickly.
- Previous experience of using payroll systems.
- Previous experience of monthly payroll processing, including problem solving, reconciliation and payroll reporting.
- Previous experience recording and paying HMRC and completing statutory year-end reporting.
- Previous experience of monthly payroll reporting and advising on payroll/benefits queries.
- Understanding of HR/Payroll activities, including an understanding of reporting and record keeping requirements.
- Experience of managing conflicting priorities, while maintaining accuracy and achieving required outcomes.

#### Desirable:

- Previous experience of ADP Freedom and/or Natural HR systems.
- Experience of working within Universities and Higher education, Charity / Not for Profit, NGOs or Scientific Organisations.
- Familiarity with current and forthcoming UK payroll legislation

### Skills

- Ability to take initiative to make improvements.
- Accurate and highly attentive to detail.
- Ability to problem solve and work independently.
- Excellent Mathematical Skills
- Demonstrated communication and interpersonal skills and ability to build positive working relationships built on trust.
- Strong understanding of Word and Excel packages.
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice.

## **Type of Person Required**

This is an integral post to the People team and will work closely with the Head of People as well as the Finance Team. The postholder should be highly approachable and professional with a 'can-do' attitude and previous payroll experience.

It is essential that the postholder establishes excellent rapport with staff and colleagues and that they instil confidence amongst colleagues at their confidential approach.

# OUR OFFER

**Job Title:** Payroll Officer

**Team:** People Team

**Reporting to:** Head of HR/HR Officer

**Job Reference:** AD1361

**Start date:** As soon as possible

**Salary:** £30,000 to £32,000 depending on skills and experience

**Contract:** Permanent, Full-time or Part-time if preferred

**Location:** The post holder will be expected to reside in the UK. We have a flexible hybrid working policy in place, for further details, please email [recruitment@unep-wcmc.org](mailto:recruitment@unep-wcmc.org). We are usually able to offer visa sponsorship to the preferred applicant.

*This is not a United Nations Post. This position is with the charity WCMC, working in collaboration with UNEP.*

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- 12% non-contributory pension after 1-year service
- Flexible and family friendly working
- Life assurance against death in service (4X annual salary)
- Extended pay protection for serious illness that exceeds 6 months
- Excellent training and development opportunities, tailored to individual needs
- Scheme to buy (or sell) additional annual leave
- Cycle to work Scheme
- Fantastic shared social space and kitchen facilities
- Employee assistance programme and bereavement line to offer help and advice to staff and their families
- Brilliant Social committee that help to keep things fun!
- Caring Staff Liaison Committee
- Focus on environmental sustainability kept in check by our Environment Committee
- Free (proper) tea and coffee!

## Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what's critical in the first week, first month, and then monthly afterwards.

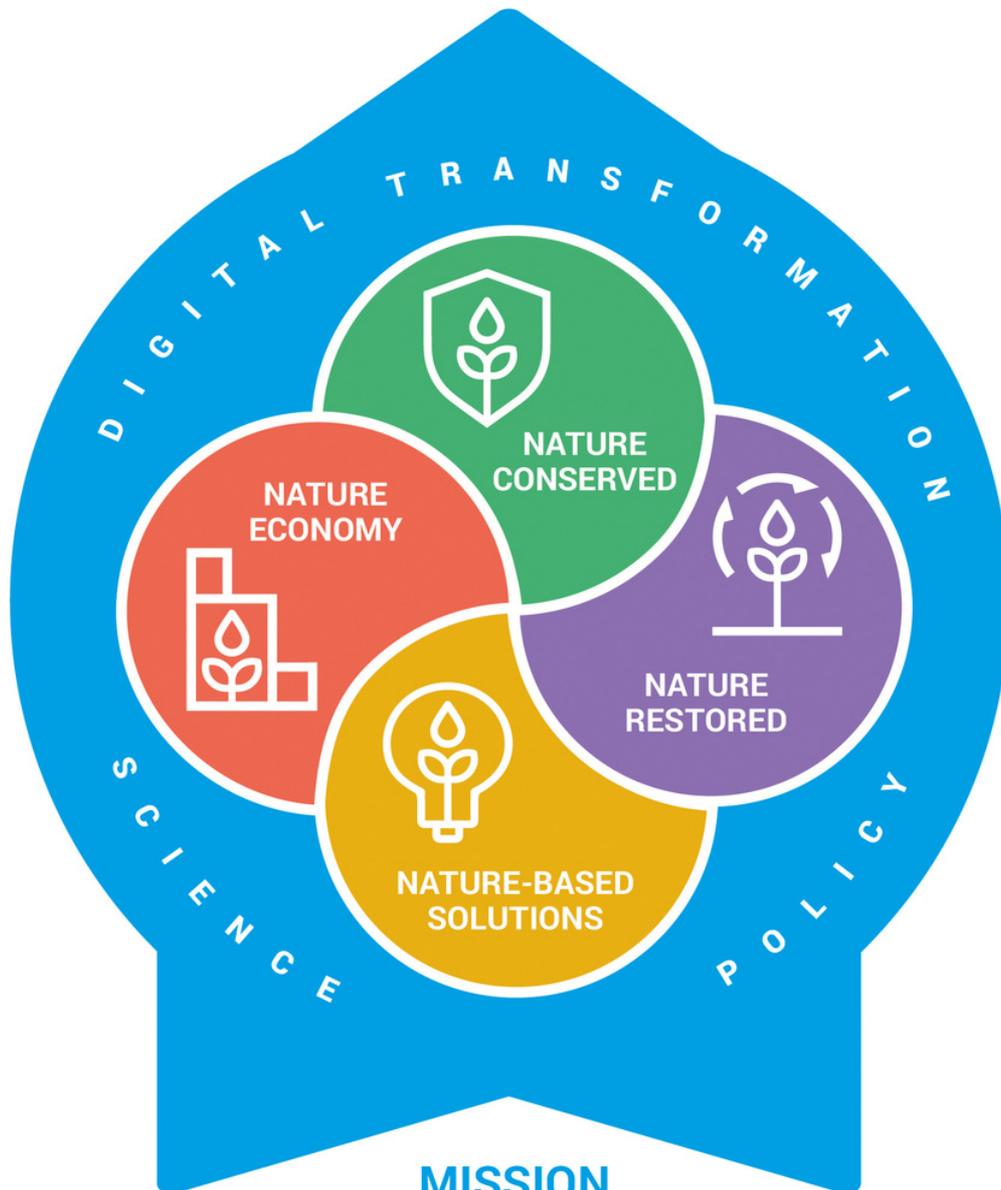
- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal development reviews and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.

## UNEP-WCMC strategy

UNEP-WCMC delivers its strategy through four independent impact areas which are complemented by three cross cutting innovation areas.

### VISION 2050

Living in harmony with nature



### MISSION

We develop knowledge and capacity  
for a nature-positive world



## The people

We have around 200 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!



## The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We have lots of outdoor space including a wildlife pond, which is a popular area for outdoor meetings and relaxation. We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. UNEP-WCMC is also a member of the Cambridge Conservation Initiative and we often collaborate with our CCI colleagues in our work.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.



## Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalities, but in all protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us for more than 30 years, and our fantastic internships often attract the best and brightest graduates.

# HOW TO APPLY

**If you are looking for a rewarding and motivating post, we want to hear from you.**

Please complete our [application form](#) and send it together with your [2 page CV](#) and a [short covering letter](#) through this [link](#).

We screen candidates based on skills and experience and not their personal details. **Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.**

**Closing date:** 2nd October 2022



# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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UNEP-WCMC

[www.unep-wcmc.org](http://www.unep-wcmc.org)