

Service: **Human Resources - Payroll**

Job title: **Senior Payroll and Pensions Specialist – Fixed term 1.0FTE**

Salary: **£41,878 to £50,233 pa inclusive of London Weighting Allowance**

Who we are

Rated a top three modern University in London, we provide an engaging portfolio of apprenticeships, short courses, undergraduate and postgraduate degrees. We also have an excellent research profile and were jointly recognised as the best modern university in the country for research, and the highest-ranked modern university in London in REF2021.

The Role

We are recruiting to the role of Senior Payroll & Pensions Specialist to join our collaborative and supportive Payroll & Pensions team at the University of Roehampton.

This is an exciting opportunity to join the team at a time of development and improvement, playing a key role in strengthening payroll and pensions processes, enhancing service delivery and ensuring an accurate, efficient and compliant service across the University.

Key responsibilities will include:

- Supporting the Head of Payroll & Pensions with the end-to-end processing, checking and reconciliation of the University's payrolls, ensuring accuracy and compliance with statutory requirements.
- Taking day-to-day ownership of pension administration across Teachers' Pensions (TPS), Universities Superannuation Scheme (USS), Local Government Pension Scheme (LGPS/LPFA) and Royal London, including monthly submissions, reconciliations and retirement processes.
- Investigating and resolving complex payroll and pension queries, discrepancies and retrospective adjustments, working closely with HR, Finance and external pension providers.
- Providing technical guidance and support to the Payroll & Pensions Officers, while contributing to process improvements, internal controls and audit requirements.

The successful candidate will have skills and experience in:

- Significant hands-on UK payroll experience within a complex, multi-payroll environment, ideally within higher education or the public sector.
- Strong practical experience administering higher education pension schemes, particularly Teachers' Pensions (TPS), alongside USS and LGPS/LPFA.
- Proven experience using MHR iTrent, together with a sound understanding of PAYE, National Insurance, RTI and statutory payroll requirements.
- Excellent analytical, reconciliation and problem-solving skills, with the ability to manage complex payroll and pension matters independently and communicate effectively with stakeholders.

If you have any specific questions on the role, please contact Aishah Tasnim, Head of Payroll & Pensions, at Aishah.Tasnim@roehampton.ac.uk.

The University is committed to promoting diversity and equality of opportunity and aims to create a culture and environment where students and staff are treated fairly. The University is an equal opportunities and 'disability confident' employer.
Staff have access to our highly competitive RoePlus benefits package ranging from sector leading family related leave, discounts at over 200 high street shops and brands, discounted IT hardware and software and a University's Retirement Savings Group Pension Plan, a defined contribution scheme.

The closing date for completed applications is: 24 November 2026

It is expected that interviews will be held on the 1st or 2nd December 2026 on campus.

You are encouraged to apply promptly, as we reserve the right to close the role and interview before the dates stated above.

Visa Sponsorship is not available for this role. Candidates who apply for this role must already hold and be able to maintain their legal right to work in the UK