

Senior Payroll Specialist (UK & Overseas)

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems. Our main office is located in Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

We deliver excellence in innovation and performance by caring about our relationships – both with our team and our clients. With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

Benefits Include

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the job training and career progression opportunities
- Further Education opportunities
- 33 days holiday with long service awards
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to Work and EV Lease Scheme

We are looking to add a payroll specialist to our team. The Senior Payroll Specialist (UK & Overseas) is responsible for ensuring the accurate and compliant delivery of UK and International payroll operations for Metrol. The role will oversee employee and employer tax calculations, including UK, overseas and net of tax arrangements, ensuring full compliance with HMRC and international legislative requirements. They will lead the provision of strategic, insight-driven payroll reporting, maintain robust KPIs focused on continuous improvement, and ensure all UK and overseas payroll and tax reporting obligations are met in line with statutory and company requirements.

Principal Duties Include

- Own the end-to-end payroll process (calendar, cut-offs, inputs, validation, processing coordination and delivery), ensuring accurate and on-time pay each cycle.
- Administer all regular and variable pay elements (overtime, holiday pay, field allowances, bonuses, salary changes, tax code changes, deductions, salary sacrifice, attachments/arrestment), ensuring correct taxable/non-taxable treatment.
- Ensure UK payroll compliance (HMRC/RTI, PAYE, NIC, statutory payments, pensions/auto-enrolment, loans/attachments), keeping the process current with legislative changes and supporting audits with reconciliations and evidence packs.
- Own governance for overseas and split-pay arrangements (e.g., field staff on overseas work), coordinating inputs/approvals and working with overseas agents/tax advisors where required to support local compliance and correct application of DTAs, withholding, social security coverage, and NOTC/tax relief approaches.
- Manage payroll data and reporting: maintain system integrity and GDPR compliance, control pay-impacting master data changes, gender pay gap reporting, reconcile payroll-to-GL, and coordinate statutory payments (e.g., HMRC) with Finance.
- Maintain payroll documentation and continuity: procedures, checklists, controls, and practical cover/handovers to reduce single points of failure.
- Provide second-line support for payroll queries and exceptions, working through HR as the employee-facing front door; liaise with managers, HR, Finance, HMRC, pension providers, the external payroll supplier, and overseas agents/advisors as required.
- Drive continuous improvement and transition: run a defect log (root cause/prevention), improve quality at source, manage external payroll supplier performance.
- Implement and maintain monthly payroll reporting for senior management: delivering insightful, operational, and strategically focused information to support decision-making.

Required Skills & Experience

- Senior UK payroll experience (Payroll Lead/Manager level), with strong knowledge of PAYE, NIC, RTI, pensions/auto-enrolment, and statutory payments.

- Proven ability to run payroll in a complex environment (multiple pay elements; field/offshore/shift/allowance-based pay), with a strong control mindset (evidence discipline, reconciliations, and firm cut-offs).
- Exposure to overseas and split payroll, NOTC calculations and working with tax advisors/overseas agents.
- Experience managing an outsourced payroll bureau/provider and improving service performance
- High accuracy, confidentiality and GDPR-compliant handling of sensitive data, with strong organisation and deadline discipline.
- Strong administrative expertise with advanced Excel skills

Desirable Skills & Experience

- CIPP qualified (or working towards), with audit support experience.

Location

Howe Moss Pace, Kirkhill Industrial Estate, Dyce, Aberdeen, though there may be a requirement to visit and work at other locations.

Working Hours

Full-Time Role

To apply, please email a CV and Cover Letter to Metrol's HR Department – vacancies-technical@metrol.co.uk