

Reward and Payroll Manager

Permanent

Location: St Andrews (Hybrid working)

Closing date: 30th October 2026

We are The R&A. Our mission is to open golf to the world. We have over 300 employees who are passionate about uniting golf and golfers through common rules and governance, inspiring through the staging of world class championships including The Open and AIG Women's Open and leading through working to shape the future of golf with our partners.

The R&A governs the Rules of Golf, the World Handicap System, equipment standards and rankings in partnership with the USGA, while supporting both established and emerging formats of the game.

In the next five years we aim to attract 22 million additional golfers, generate more than £1.5 billion in economic benefit through our championships, create more than £25 billion in social value, establish more than 200 strategic partnerships and generate more than 5 billion fan interactions.

Our **Reward and Payroll Manager** plays a key role in shaping and delivering the reward strategy for The R&A. Working as part of the People Team, you will ensure our pay, benefits and recognition approach supports the attraction, engagement and retention of talented people across the organisation.

This is a broad and influential role, combining strategic thinking with hands-on delivery, ensuring that pay, benefits and incentive programmes are competitive, fair, and legally compliant. This role has direct oversight of the end-to-end payroll processing, ensuring accurate, timely and compliant monthly payroll and statutory reporting. You will lead on all areas of reward and benefits, recognition, pay review activity and reward governance, while partnering closely with People team colleagues and leaders across the business to create a fair, inclusive and high performing employee experience.

What you'll be doing:

- Owning end-to-end oversight of the monthly payroll process, providing oversight of monthly payroll checks and sign-off.
- Ensuring accurate, timely payment for all employees, balancing hands-on involvement with supervision of a small team.
- Maintaining strict adherence to all statutory regulations, including HMRC requirements, P11Ds, P60s, and national minimum wage legislation.

- Reward Strategy & Delivery - leading the annual salary review, bonus and incentive processes.
- Conducting annual market benchmarking to ensure competitive salary and benefits packages, utilising job evaluation methodologies
- Ensuring reward policies and practices remain competitive, equitable and compliant.
- Producing reward analytics and insights, including future gender pay gap reporting, benchmarking and workforce trends.
- Managing the organisation's benefits offering, including pension, healthcare, wellbeing and flexible benefits.
- Managing relationships with external benefits suppliers, as well as internal stakeholders.
- Lead the design and delivery of recognition programmes that celebrate achievement and reinforce organisational values.

What we are looking for:

- Significant experience in reward, compensation and benefits, within a medium or large organisation.
- Strong knowledge of pay frameworks, benefits, pensions and reward governance, and relevant employment and pension legislation.
- Experience managing annual pay review, benchmarking, statutory reporting (including gender pay gap reporting), and benefit provider relationships and market reviews.
- Excellent analytical skills, with the ability to interpret data and provide clear, commercially focussed recommendations.
- Strong written and oral communication, stakeholder management and influencing skills, with experience collaborating across People, Finance and leadership teams.
- Ability to balance strategic initiatives with operational delivery in a pragmatic and detail focused way.
- Trusted to handle confidential information with discretion, diplomacy and professionalism.
- Curious and confident in challenging existing approaches, bringing fresh ideas and contributing to the People team plan.
- A CIPD qualification or equivalent experience is desirable.

What we offer:

- Competitive Salary

- Discretionary Bonus Scheme
- Company Pension Scheme and Sick Pay
- Life Insurance Cover
- Enhanced Maternity/Partner Pay
- 35 Days Holiday Per Year
- Free tickets to The Open and AIG Women's Open each year (and other relevant R&A Championships)
- Cycle to Work Scheme
- Season Ticket Loan
- Contribution towards glasses for VDU use
- Discounts available across 800 UK retailers and local businesses, including gym memberships
- Electric Vehicle Salary Sacrifice Scheme

Everyone is welcome at The R&A

We want to build a workplace where people from all backgrounds, perspectives and experiences can thrive. We welcome applications from everyone and are committed to providing an inclusive and accessible recruitment experience and workplace.

We're committed to making our recruitment process accessible. If there's anything we can do to help you participate fully in any stage of the process, please let us know as part of your application. We'll be happy to discuss what would work for you.

How to Apply

Please submit your CV, Cover Letter and Salary Expectations to Recruitment@RandA.org