



GIRTON COLLEGE

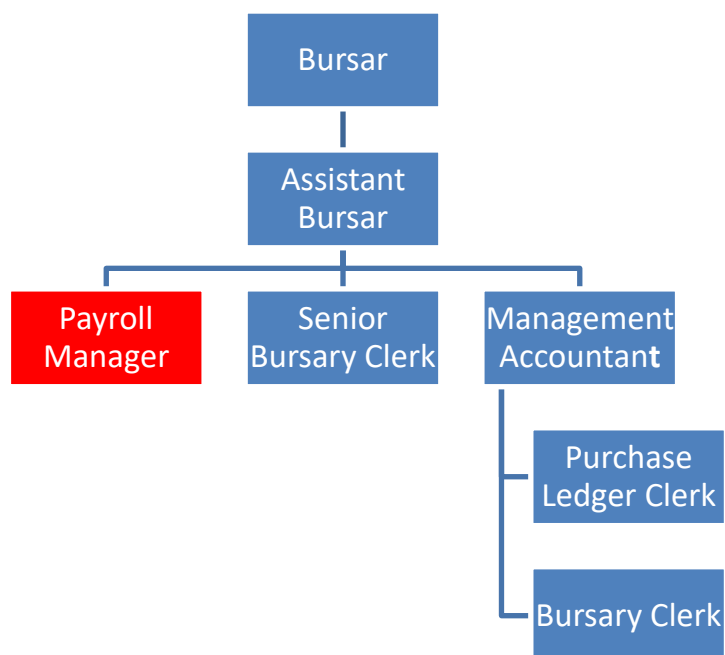
University of Cambridge

Job description

Payroll Manager

Post Title:	Payroll Manager
Reporting to:	The Assistant Bursar
Department:	Finance
Hours of Work:	25-28 hours per week (FTE 35 hours per week)
Salary:	Points 37-43 (currently £29,176 to £34,804) pro-rata
Location:	Girton College
Role Purpose:	To process all the College's payrolls in a timely and efficient manner and maintain such records as Pension and HMRC as required by law.

Department Structure



Principal responsibilities

Payroll processing

- Process monthly payroll for college staff (c.250, incl. non-academics, academics & Fellows)
- Liaise with departments to obtain relevant data to include in pay-run (e.g. timesheets, expenses to be deducted...)
- Process Starters/Leavers and status change data
- Prepare and maintain appropriate records of pay rates, sickness records, holiday, pensionable pay and deductions in compliance with relevant statutory requirements
- Prepare BACS payment to employees
- Distribute payslips to employees
- Prepare payroll journal and reconcile to payroll data
- Reconcile NI/PAYE payments
- Reconcile and prepare year-end returns to HMRC and other statutory bodies
- Liaise with payroll software provider to ensure compatibility with changes in legislation and reporting (Payroll/Pension)
- Ensure that the College remains fully compliant with all mandatory payroll and benefits requirements (RTI/Auto-enrolment/BIK/P11Ds/P9Ds...)

Pension administration

- Manage the delivery of the College pension arrangements to all staff (currently three pension schemes: USS-CCFPS-Now pensions)
- Manage and process AVC requests
- Provide pension information to staff
- Liaise with relevant administrations re.pension matters
- Prepare and reconcile pension payments on a monthly basis
- Prepare annual pension reports for the relevant pension administrators

Academic Supervisions

- Download and review information on CamCORS in order to process supervision payments
- Liaise with relevant staff to ensure that all supervision payments (payrolled and non-payrolled) are paid correctly.
- Providing an annual statement of teaching hours for all College teaching officers. Using CamCORS to monitor hours taught for Girton and other colleges on an exchange teaching basis and to record exchange teaching payments received from other colleges.

Other

- Maintain an up to date understanding of current legislation and regulations in the field of payroll, pension and benefit administration
- Attend annual Payroll and HR training day organised for Cambridge Colleges
- Continuously review and enhance processes and procedures to improve efficiency and service delivery
- Work closely with the HR department on staff matters as required
- Involvement with project work (potential HR management system, Timesheet system to be streamlined and any other project as they may arise)
- Any other duties required by the Assistant Bursar and/or HR Manager

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Attributes	Essential	Desirable
Education and Qualifications		<ul style="list-style-type: none"> • Educated to Degree level • A recognised payroll qualification
Skills and specialist knowledge	<ul style="list-style-type: none"> • Significant experience of managing and processing payroll for an organisation of similar size and complexity • Experience with pension administration including resolution of queries from individuals and pension providers • Knowledge of UK PAYE/NI/Pension regulations 	<ul style="list-style-type: none"> • Understanding of benefit taxation
IT Skills	<ul style="list-style-type: none"> • Good knowledge of Microsoft suite, Excel and Word in particular 	<ul style="list-style-type: none"> • Experience of Pyramid HR & Payroll • Experience of systems implementation • Experience of Sun System
Personal Qualities	<ul style="list-style-type: none"> • Good planning and organisation skills • Ability to work as part of a team • Ability to work on their own initiative • Good level of numeracy • Attention to detail • Ability to work under pressure and to deadlines • Excellent verbal and written skills 	
Other	<ul style="list-style-type: none"> • Committed to personal and professional development 	

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equalities Act 2010