Selwyn College Cambridge

Payroll Manager & Accounts Officer

Job Description

Job title:	Payroll Manager & Accounts Officer
Department:	Bursary
Reports to:	Head of Finance
Working pattern:	Full time (37.5 hours a week)
Contract:	Permanent, subject to probationary period
Location:	Onsite – Selwyn College, Grange Road, Cambridge

Purpose of the role

The Payroll Manager & Accounts Officer's main responsibility is for the processing and administration of the monthly staff/stipend payroll, weekly casual and quarterly Tier 4 payroll.

Key duties and responsibilities

Payroll

- Prepare, process and maintain the monthly, weekly and quarterly College payrolls accurately and in accordance with established timetables and in accordance with current payroll and pension legislation and regulations.

- Manage the College's Chronicle time and attendance system, including training Heads of Department, adding holiday entitlements and working patterns, monitoring sickness and use of attendance data for inclusion in the payroll.

- Prepare, process and maintain employee and fellow pension schemes (AVIVA, USS, CCFPS) including calculation of payments and submission of required provider contribution files.

- Complete all RTI returns to HMRC, Office for National Statistics and University/inter-college returns relating to payroll, including P11D's and PAYE/NIC payments.

- Reconcile the payroll control accounts monthly.

- Reconcile the payroll reports to the nominal ledger monthly and to annual RCCA employment note.

- Calculate the annual holiday accrual.

- Assist with annual audit process.

- Maintain employee membership of Medicash and Bupa, including liaising with external providers for annual renewal process and current employee membership.

- Provide support to employee who may have queries relating to pay.

- Work with HR and Masters Executive Assistant in HR compliance and staff/fellow on/off boarding processes.

Accounting duties

- Daily download of bank statements for inclusion in cashbooks.

- Investigate any unknown entries and ensure accurate coding of income and expenditure.

- Prepare monthly cashbook journals for review by Head of Finance.

- Preparation of monthly bank reconciliations.

- Raise all external invoices as requested by Conference Office accurate and in a timely manner.

- Monitor payments and manage escalation of non-payment to agreed College procedure, including fortnightly meetings with Head of Finance.

- Ensure accurate record of all deposits held in the balance sheet, working with the Conference team to resolve any queries.

Other

- Such other duties and tasks as may reasonably be required, from time to time, by College management, including providing holiday cover for other Bursary team members.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and their line manager. The postholder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support he overall work of the College.

Requirements for the role

Criteria	Essential	Desirable
KNOWLEDGE/SKILLS		
Excellent IT skills (Microsoft Excel, Word, Outlook etc)	**X**	
Excellent attention to detail	**X**	
Ability to resolve problems and providing solutions	**X**	
Knowledge of employment and tax legislation including RTI/PAYE/NIC and Pension regulations	**X**	
Excellent interpersonal and communications skills, with very good in-person and email manner with a range of audiences	**X**	
EXPERIENCE		
Previous experience in a similar Higher Education environment		**X**
Significant experience managing and processing payroll	**X**	
QUALIFICATIONS		
Educated to Degree/A'level/GCSE standard or equivalent	**X**	
Professional payroll or accounting qualification e.g CIPD/AAT or equivalent	**X**	
PERSON SPECIFICATION		
Excellent command and use of the English language	**X**	
Ability to manage workload and meet deadlines	**X**	
Ability to adapt and embrace change	**X**	
Ability to manage a varied workload	**X**	

If you do not meet all the criteria, don't be deterred from applying if you feel this role is for you. You may have other relevant skills and experience which would prove valuable in this role.

Where you fit in the structure:

