



## Job Description

### Payroll Officer

**Job Title:** Payroll Officer  
**Accountable to:** College Accountant  
**Liaison with:** Financial Controller

#### Overview of the role

The Payroll Officer is an integral member of the Treasury department with responsibility for the efficient and effective management of the College's payrolls and the associated administration, whilst ensuring the College is always compliant with all relevant regulations.

The post-holder will work closely with the College Accountant and Financial Controller and operational leads within the College and will be expected to build strong working relationships across all departments.

#### Main Duties and Responsibilities

##### *Payroll*

The College's main monthly payrolls consists of approximately 230 staff. The College also has two other payrolls, one for casual workers and the other for external tuition.

Payroll duties include:

- Managing the processing of all payrolls.
- Collecting and processing of information required for the payrolls from the relevant managers. Scope of the information required includes starters, leavers, changes in pay, overtime and statutory payments. The information needs to be received in a timely manner, is up to date and accurate.
- Payroll record keeping to include collation, review, coding and other record keeping concerning payroll, tuition payments, salary, stipend and casual payments.
- Reviewing payment rates to ensure that we are compliant with the Living Wage Foundation affiliation and The University of Oxford pay scales.
- Ensuring that all deductions are processed correctly, including statutory deductions, pensions, student and other loans and that these are paid over to the appropriate body in a timely manner.
- Creating and maintaining monthly deduction schedules which can be reconciled to the payroll and the accounting software for relevant benefits e.g. bus pass loans, student loans, cycle scheme, healthcare and housing allowance.

- Ensuring the correct tax treatment is applied for our external tutors.
- Generating the relevant payroll reports, including pay advice slips, from the payroll system. Ensuring that physical pay slips are delivered to those unable to access the online system.
- Ensuring that the College is compliant with HMRC's payroll and real time legislation.
- Ensuring that payments made to HMRC are reconciled to the online records and submitting the RTI and other online returns to HMRC and other agencies, pension providers and statutory bodies as required.
- Ensuring all pay awards, salary increments and other salary changes are implemented accurately.
- Processing 'Benefits in Kind' through the payroll (when in place).
- Effective liaison with colleagues from all departments to ensure timely and accurate communication.
- Be the first point of contact for all payroll and pension related queries for the college.
- Remaining up to date with current payroll legislation and attending relevant training courses and disseminating this information to relevant parties within the College as appropriate.
- Monthly reconciliation of all payroll-related control accounts in the finance system.

### *Pensions*

The College has three pension schemes which are offered to staff, depending upon eligibility. These are University Superannuation Scheme (USS), OSPS Pension Scheme (OSPS) and NEST. Pension duties include:

- Ensuring that the College is compliant at all times with the relevant pension regulations including auto-enrolment requirements.
- Ensuring that members of staff are enrolled into the correct pension scheme for their role, and regularly reviewing this to ensure that they continue to be in the correct scheme.
- Submission of data to the USS, OSPS and NEST schemes including monthly files and remittance/payments, starter, joiner and retirement paperwork.
- To be the point of contact for all pension schemes for all queries.

### *Benefits Administration*

- Administration of the following employee benefits:
  - Health care scheme
  - Bus Pass & travel loan scheme
  - Cycle Scheme

### *Gift Aid Claims*

- Liaising with the Development & Alumni Office to request quarterly gift aid claim.
- Review and validation of the gift aid claim as to both receipt of gifts and validity of gift aid declaration being held on file
- Preparation of the formal submission to HMRC in required format
- Submission of gift aid claim using the HMRC online system.
- Tracking receipts into bank account and preparation of the journal posting the receipt across the relevant funds.
- Preparation of gift aid claim accruals journal for management accounts purposes

### *Bank postings*

- Identification of nominal bank receipts
- Coding and preparation of journal to post receipts to ledger
- Reconciliation of receipt postings to till, transaction reports, remittances etc

### *Misc*

- Assisting the Accountant in preparing the annual payroll budgets.
- Recording of staff numbers data for Office of National Statistics statutory returns
- Recording of staff numbers data for the College's statutory accounts reporting
- Preparation of responses to FOI requests related to payroll matters
- Assisting the College Accountant with the annual Gender Pay Gap reporting.

The Payroll Officer will be expected to carry out other duties from time to time at the request of the College Accountant, commensurate with the grade and responsibilities of the post.

## Person Specification

### **Qualifications, skills and Experience:**

#### *Essential*

- Educated to GCSE (or equivalent) in Maths Grade C or equivalent professional experience.
- Experience of working in a similar payroll role in a College/school or higher education setting or its equivalent.
- Demonstrate understanding of the basics of double entry accounting and producing journals.
- Able to reconcile bank accounts and nominal ledger accounts
- Exceptional organisational skills able to plan and prioritise work effectively, deal with multiple demands, manage competing deadlines and remain calm under pressure.
- Excellent interpersonal skills, with the ability to work with a wide range of people (at all levels of the organisation) and from a range of cultures
- Tactful and discrete with the ability to deal and maintain confidentiality at all times
- Excellent numeracy skills
- Strong IT skills appropriate (intermediate-advanced user of Excel).
- Proven ability to recognise problems and to provide pragmatic and innovative solutions
- Good attention to detail and high levels of accuracy.
- Able to work on one's own initiative with minimum supervision.
- Well-presented and demonstrating a professional approach to work at all times as well as a good team worker.

#### *Desirable*

- Flexible approach to duties and workload, particularly during peak times of activity.
- Approachable with strong relationship management skills
- Understanding of and familiarity with Oxford and the collegiate system.
- Committed to ongoing professional and personal development.