FURTHER PARTICULARS

MERTON COLLEGE

Payroll Administrator

Job Title: Payroll Administrator
Location: Merton College
Department: HR
Contract Type: Permanent
Reports to: HR Manager

Merton College:

Merton College was founded in 1264 by the former Bishop of Rochester, Walter de Merton. The College now has over 70 Fellows and approximately 600 undergraduate and graduate students. Merton College has gained a worldwide reputation for its academic excellence and research accomplishments and attracts international guests and visitors.

More information about the College is available on our website: www.merton.ox.ac.uk.

Overview:

The Payroll Administrator is responsible for administering two monthly payrolls, an academic payroll with approximately 100 permanent employees and 50 casual staff, and a non-academic payroll with 115 permanent employees and 100 casual staff. This post also administers pension benefits and the College’s healthcare scheme.

Reporting to the HR Manager, the Payroll Administrator works with all Heads of Department and works closely with the Domestic Bursar, the Assistant College Accountant and the College Accountant.

This post will suit someone with experience of payroll administration and who is able to work on their own initiative.

Main Duties:

Monthly Payroll:

• Collecting information required to process academic and non-academic payrolls, including new starters, leavers, changes in pay, overtime hours, notices of coding, absence forms, and maternity leave.
• Processing monthly payrolls on the payroll system (Sage 50 Cloud Payroll) from beginning to end, including:
• Inputting payments and deductions, ensuring that the correct level of authority is received for all payroll changes
• Generating and distributing payslips
• Generating payment files and importing into the online banking portal
• Generate reports from the payroll system
• Creation and submission of monthly electronic Real Time Information files to HM Revenue & Customs
• Submission of monthly employee data files to the company pension schemes.
• Maintain records of sickness absence and calculate sick pay entitlement in accordance with College policy and prepare letters for the Domestic Bursar.
• Reconciliation and authorisation of monthly income tax and national insurance contributions for payment.
• Reconciliation and authorisation of pension scheme payments
• Maintain the payroll-processing system, including employee details, nominal coding, salary and allowances, pension scheme details, notices of coding, deductions and statutory payments.
• Process annual cost of living and one-off pay increases including preparation and distribution of letters to employees.
• Creation and submission of end of tax year schedules to HMRC.
• Regular reconciliations between the payroll system and accounting system and the creation of summary reports for finance colleagues and the year-end audit.

Benefits Administration:
• Day to day administration of employee benefit schemes, including private health insurance, childcare vouchers and pensions, including auto enrolment.
• Preparation of employee benefit-in-kind calculations for review.
• Submission of benefit-in-kind returns to HMRC.
• Distribution of benefit-in-kind forms to employees and HMRC.
• Submit employee bus pass orders to the Oxford Bus Company and Stagecoach, authorise invoice payments, update employee information on bus company databases and maintain employee loan schedules.
• Issuing holiday forms and recording holiday data for statistical analysis and auditing purposes.

General:
• Respond to payroll related questions from employees, HMRC, Domestic Bursar, Finance Bursar, HR Manager or College Accountant.
• Maintain electronic record of payroll procedures.
• Produce payroll reports such as employee absence, address lists.
• Assist the HR Manager with Gender Pay Gap Reporting, including producing payroll reports and manual calculations.

**Person Specification:**

Candidates will be assessed on the basis of the following selection criteria (candidates should address these in their applications):

**Essential:**

• Demonstrable experience in payroll administration.
• Excellent administrative skills including excellent attention to detail and ability to produce highly accurate work.
• The ability to maintain the utmost confidentiality.
• The ability to take ownership of their duties, possessing the judgement to know how and when to use initiative and when to refer to others.
• Excellent written and communication skills in English.
• Well-organised and able to multi-task, with the ability to plan their own workload and prioritise activities and deadlines.
• Excellent IT skills, particularly the use of Microsoft Office and payroll systems.
• Flexibility in working hours to ensure that payroll deadlines are met.

**Desirable:**

• Experience of using Sage systems.
• Professional payroll qualification.
• Experience of working in higher education or the Oxford collegiate environment.

**Salary and Benefits:**

The salary for this role is between £28,000 and £34,000 per annum. Overtime is not applicable to this role.

Weekly hours of work are 35 hours, normally between 9am and 5pm, Monday to Friday. However, the post holder will need to have a flexible approach to working hours as the workload increases prior to payroll deadlines.

In addition to the normal English bank and public holidays, full time staff will be entitled to 30 working days’ holiday.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance and car parking. Meals in College are provided free of charge when on duty.
Application Procedure:

Those wishing to apply for this post should complete the online application at [http://www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by 9am on Monday 11 January 2021:

- A covering letter of no more than 500 words outlining their motivation for applying and how their skills and experience equip them to undertake the role;
- A CV no longer than three typed sides of A4
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy which is published at [https://www.merton.ox.ac.uk/about/college-policies](https://www.merton.ox.ac.uk/about/college-policies)

The position may be discussed further with the HR Manager, email: fiona.lawrence@merton.ox.ac.uk

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her gender, marital status, racial group, disability, age, religion and beliefs, or sexual orientation.

Interviews are expected to be held during week commencing 18 January 2021

_Merton College is an equal opportunities employer._