Payroll, Pensions and HR Administrator
Hours of work: 21 hours per week
Reports to: College Accountant
Salary: £26,409.82 - £28,589.09 pa pro rata

Duties:

**Payroll and Pensions**
- Process a monthly payroll from start to finish.
- Prepare and post journals for monthly payroll and reconcile payroll control accounts.
- Process pension payments and upload all relevant information to Pension providers.
- Calculate pension contributions.
- Update staff records with all changes in remuneration, resignations and appointments being received in writing from the HR Manager/Bursar for salaries and College Administrator for stipends.
- Maintain sickness records.
- Keep up to date with new legislative and statutory changes brought in by Government agencies with respect to all pay and employment matters. Keep abreast of changes in employment matters and attend meetings of College Payroll and Pensions contacts.
- Maintain a list of all employees, their salaries and cost centres.
- Calculate Directors of Studies and Supervisions payments termly.
- Provide information on salaries and staff numbers to the College Accountant for the preparation of forecasts and budgets and for the year-end financial accounts.
- Responsible for archiving payroll and pension records.
- Ensure Statutory payments are made correctly and in a timely manner.
- Prepare spreadsheets for any annual pay increases.

**HR Administration**
- Prepare annual pay review letters under the supervision of the HR Manager.
- Prepare annual stipend letters and any changes resulting from decisions of the Remuneration Committee.
- Collect and check starter information, including right to work documentation, raising any queries or concerns with the HR Manager.
- Create electronic ids for new employees and terminate those ids for leavers.

**Other Office arrangements**
- Work closely with the College Accountant and HR Manager.
- Support the College Accountant and Finance team during busy times of the year.
- Prepare and submit quarterly gift aid submissions.
Person Specification

- Good working knowledge of payroll systems and payrolls and a commitment to keeping that knowledge up to date.
- High degree of discretion and confidentiality so that a positive and trusting environment is created.
- Able to prioritise tasks to ensure that all duties are fulfilled to a high standard.
- Able to work flexibly on occasions to accommodate peaks of workload.
- Microsoft IT skills needed. Including Word, including mail merge, and intermediate Excel to manage and upload data sets
- An understanding of good customer service and the ability to deliver it.
- Excellent attention to detail
- The ability to establish and maintain good working relationships with a wide range of people across all areas of the College
- The ability to explain salary, tax and pension calculations to a range of staff
- Able to contribute positively to the work of a team

Working at St Edmund’s College: General Information

St Edmund’s College is a graduate College of the University of Cambridge. The College has around 500 students with over 70% enrolled for postgraduate degrees and the remainder as mature or affiliated undergraduates. Most of the students are from overseas. The Master, 60 Fellows, Visiting Fellows, Visiting Scholars, together with the Von Hügel Institute, the students and the staff, form a single community. As a relatively small institution, St Edmund’s provides a friendly and informal atmosphere for its members and their families.

The College is located on Mount Pleasant, between Huntingdon Road and Madingley Road, and in close proximity to a number of other Colleges, and to the University developments at West and North West Cambridge

Staff benefits include:

- One free meal per working day, when kitchens are open
- Free car parking on site (depending on availability)
- 25 days’ annual leave plus 8 bank holidays (pro rata)
- Contributory Pension Scheme

How to apply:

Applications should be made using the attached application form and submitted to Jane Crawford (jc860@cam.ac.uk).

Closing date: 3 May 2021
First interviews (to be held virtually): 6 May 2021
Second interviews (in person): 11 May 2021

Informal questions prior to application may be asked of the College Accountant, Pauline Allin (accountant@st-edmunds.cam.ac.uk)