Magdalene College
CAMBRIDGE

Senior Payroll Administrator
(Part time) (Maternity Cover)
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are graduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College and also 13 Research Fellows.

On the non-academic side, there are approximately 105 permanent employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, IT, Conference and Catering, Development, Libraries, College Office, Tutorial and Admissions staff.

The payroll consists of permanent staff, Fellows, casual/temporary staff (including student helpers). On average there are approximately 200-250 active payroll employees each month.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The post holder will be responsible for the complete payroll process. They will need to ensure that it is completed accurately and to deadlines. This includes making BACS payments, HMRC submissions, responding to all payroll queries, and managing pension and salary sacrifice arrangements.
This post is maternity cover until November 2019, or the return of the post holder, whichever is sooner.

**Responsible to: Deputy College Accountant**

**Main Duties and Responsibilities**

**Payroll**
- Receive and process information regarding hours, overtime, leavers, new staff and other changes from Heads of Departments.
- Accurately enter information onto Earnie payroll system and print reports and payslips.
- Make salaries payments using Lloyds Commercial Banking Online, adhering to the correct authorisation protocols.
- Manual calculation of salary changes where necessary, including arrears payments, leavers, annual leave and other manual payments.
- Application of statutory provisions of payroll.
- Comply with the requirements for Auto Enrolment and Real Time Information.
- Keep up to date with current legislation relevant to payroll.
- Maintain salary, stipend and salary sacrifice information and provide reports to the relevant parties.

**Pensions**
- Deal with the administration of, and contact with, pension schemes for staff and Fellows (CCFPS, USS, CEFPS, Aviva and Now Pensions).
- Keep up to date with relevant pension legislation.
- Be the first point of contact for pension queries.

PLEASE NOTE: the above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.
Person Specification

The following criteria are appropriate to this post:

Qualifications, knowledge and experience:
1. Considerable experience of processing payroll.
2. Up to date knowledge of payroll regulations and relevant legislation including pension auto enrolment.
3. A basic knowledge of visa, immigration and ‘Right to Work’ requirements.
4. Sound knowledge of Microsoft Excel and Word to an intermediate level.
5. Experience of Earnie Payroll is desirable, but not essential.

Personal skills and abilities:
1. Organised, with effective time management skills to facilitate the meeting of tight deadlines.
2. Ability to work methodically and with accuracy.
3. Ability to work autonomously.
4. Ability to exercise discretion and maintain confidentiality.
5. Excellent communication skills with the ability to communicate at all levels, internally within Magdalene and externally.
Salary and Conditions

- The post is to cover maternity leave and is offered on a fixed term basis until November 2019 or the return of the postholder, whichever is sooner.

- The post is part-time, averaging 15 hours per week and is offered at a salary of up to £27,700 per annum FTE, dependent on qualifications and experience.

- 25 days annual leave (excluding Bank Holidays), pro rata. There are some restrictions on when this can be taken due to payroll dates: holidays may not be taken during main payroll processing weeks and the first two weeks in December.

- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities.

- There will be a three month probation period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

- The closing date is Monday 20 August 2018 and interviews will be held week commencing 27 August 2018.

[JW, July 2018]