### Newnham College Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Payroll and Human Resources (HR) Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting to:</td>
<td>The College Accountant for Payroll duties and the HR Manager for HR duties, with overall line-management by the College Accountant</td>
</tr>
<tr>
<td>Significant working relationships:</td>
<td>The Bursary, HR, Information &amp; Support Office, Heads of Department, Executive Assistant to the Principal</td>
</tr>
<tr>
<td>Place of work:</td>
<td>Newnham College</td>
</tr>
<tr>
<td>Tenure:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>Full time (37.5 hours per week), working 50% on Payroll and 50% on HR</td>
</tr>
<tr>
<td>Salary:</td>
<td>Spine point 42 on the University’s single salary spine, the current value for which is £37,099.</td>
</tr>
<tr>
<td>Holidays:</td>
<td>33 days including bank holidays</td>
</tr>
<tr>
<td>Pension:</td>
<td>The College offers membership of USS (Universities Superannuation Scheme), with a current employer contribution rate of 14.5%</td>
</tr>
<tr>
<td>General terms and conditions:</td>
<td>This post is subject to proof of the right to work in the UK and governed by the provisions in the College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6-month probationary period, after which the notice period is 3 months.</td>
</tr>
</tbody>
</table>

### Main Purpose of Role/Overview:

**Payroll:** To ensure that all employees are paid accurately and in a timely manner, and that all amounts owed to HMRC, pension providers and others are paid in an accurate and timely manner.

**HR:** To support the HR Manager in devising and implementing solutions in relation to all HR matters ensuring consistency, legal compliance and focussing on best HR practice.
Main duties and responsibilities

Payroll and pensions:
- Prepare accurate monthly payrolls using the College’s payroll/HR system, Cascade for the three categories of employees (non-academic, academic and casual).
- Issue timely payslips, P45s and P60s as appropriate.
- Provide all the necessary information to staff relating to pension provision and manage auto-enrolment and re-enrolment when this is due.
- Upload monthly digital returns to HMRC, pension providers and others.
- Prepare payments for pension contributions, PAYE, Attachment of Earnings and others as appropriate.
- Complete the ONS monthly survey of wage analysis and prepare salary information for other ONS returns.
- Prepare the monthly journal of all payroll costs for posting to SUN, the College’s accountancy package.
- Manage payments to visa-holding students and ensure payments from other colleges relating to Newnham students are both received and passed on appropriately.
- On an annual basis complete the KPI benchmarking returns, intercollegiate stipend survey, salary cost reconciliation for statutory account notes and pension costs for statutory accounts notes.

Non-payroll payments:
- Create termly schedules of payments for Directors of Studies, Postgraduate Mentors and Tutors based on numbers supplied by the Tutorial & Academic Office.
- Make payments gross of tax via CASC (Colleges’ Administrative Software Consortium) and PPS (Payments Preparation System) for non-payroll individuals.
- For individuals on the payroll, add these payments on a termly basis.
- Annual reconciliation of College Lecturer activity.

Human Resources:
- Assist in managing HR data and files for staff, both hard copy and digital including accurate filing, data entry and updates on Cascade and regular reporting and analysis.
- Assist the HR Manager with administering the recruitment and selection processes including advertising, scheduling interviews and the resultant paperwork and correspondence.
- Assist Heads of Department in administering the induction and probation processes for starters and processes for leavers, ensuring all stakeholders are kept up to date in a timely manner.
- Assist the HR Manager in the timely review of College HR Policy and procedures, ensuring legal compliance and best HR practice.
- Assist the HR Manager and the Executive Assistant to the Principal with Visa sponsorship administration and DBS checking.
- Assist the HR Manager and Heads of Department with the management of staff sickness absence procedures.
- Assist the HR Manager and Heads of Department with the management of the College’s annual workplace discussions (appraisal scheme).
• Assist the HR Manager and Heads of Department with the management of staff training; identifying and recommending excellent suppliers.

General
• To take part in the College’s annual workplace discussion (appraisal scheme) and to undertake training as required.
• To be responsible for one’s own health and safety in the workplace.
• To comply fully with all the College’s policies including health and safety, equal opportunities and data protection.
• To undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all are expected to work collaboratively to support the overall work of the College.

Newnham College is an equal opportunities employer April 2024
<table>
<thead>
<tr>
<th>Person Specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| Qualifications, experience and background | • Good GCSE passes, or equivalent, in Maths and English.  
• Significant experience of working in a busy Payroll role.  
• Excellent awareness of GDPR and the need for confidentiality. | • Educated to Level 3 or degree level or equivalent.  
• Affiliation with or willingness to work toward either the Chartered Institute of Payroll Professionals and/or the Chartered Institute of Personnel and Development.  
• Experience of working in human resources.  
• Experience working in a collegiate or education context. |
| Specific knowledge/skills (technical) | • Strong numerical and written skills.  
• Excellent IT skills particularly in relation to Payroll software, Excel and use of databases.  
• Excellent organisational and prioritisation skills.  
• Excellent customer services skills with the ability to explain clearly to those without technical knowledge.  
• Effective problem-solving skills.  
• Excellent attention to detail.  
• Ability to achieve results both using own initiative and as part of a team. | • Knowledge of Iris Cascade.  
• Knowledge of SUN or other financial package. |
| Personal attributes | • A willingness to work flexibly and learn new systems and procedures as appropriate.  
• Ability to take instructions and then act on them appropriately.  
• Professional, logical approach.  
• Ability to work calmly under pressure.  
• Courteous, diplomatic and resilient.  
• Helpful and friendly approach. |