



Job Description – Further Particulars Payroll Officer

1. The College

St Edmund Hall (fondly known as Teddy Hall) is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects and offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

Further information about the College can be found by visiting the [College Website](#).

2. Introduction to the Finance Department

The Finance Office is responsible for the financial transactions of the College, which includes but is not limited to:

- Production of the statutory and management accounts.
- Student fees and battels.
- Supplier invoices for purchases throughout the main departments.
- Recording sales invoices from the conference, catering and accommodation departments (in liaison with the Conference and Catering Manager and Accommodation Manager), and raising invoices for residential and commercial property.
- Managing cash payments and receipts for all activities.
- Managing all transactions within the subsidiary companies.
- Preparation of VAT & other legislative returns.
- All aspects of payroll and pensions for all staff.

3. Reporting to:

The College Accountant.

4. Purpose and Objectives of the Role

The Payroll Officer is an integral member of the Finance Office. The principal function of the role is to take full responsibility of the College's payrolls and the associated administration whilst ensuring the College is always compliant with all relevant regulations.

The College has recently implemented an integrated HR & Payroll software which has enabled the College to improve and join up processes in the College.

The post holder will also provide cover for other staff in the department, in particular purchase ledger and battels queries.

Outside of the department, the post holder will work particularly closely with the HR Manager, HR Administrator, the College Registrar and the Academic Records Manager, but will be expected to build strong relationships across all departments.

5. Job Description

Payroll

The College's main monthly payroll consists of approximately 200 staff. The College also has two other payrolls, one for casual workers and the other for external tuition. Payroll duties include:

- Collecting and processing of information required for the payrolls from the relevant managers; including starters, leavers, changes in pay, overtime and statutory payments.
- Reviewing payment rates to ensure that we are compliant with the Living Wage Foundation affiliation.
- 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, cycle scheme, Christmas savings scheme, salary sacrifice car scheme and the College's healthcare scheme.
- 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 the College is compliant with HMRC's payroll & real time legislation.
- Be the first point of contact for all payroll and pension related queries.
- Keeping current with payroll legislation by attending relevant training courses and disseminating this information to relevant parties within the College.

Pensions

The College has three pension schemes which are offered to staff, dependant on eligibility, these are University Superannuation Scheme (USS), Oxford Staff Pension Scheme (OSPS) and NEST. Pension duties include:

- Ensuring 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;

regularly reviewing this to ensure that they continue to be in the correct scheme.

- Submission of data to the schemes including monthly files and remittance/payments, starter, joiner and retirement paperwork.
- To be the point of contact for all three schemes for all queries.

Other Payroll Related Tasks

- Administration of the following employee benefits:
 - Fellow's health care scheme
 - Bus Pass & travel loan scheme
 - Christmas Savings Scheme
 - Cycle Scheme
 - Salary Sacrifice Car Scheme
- Responsibility for preparation and submission of P11d's.
- In conjunction with the College Accountant preparation of the College's Gender Pay Gap report.
- Preparing the annual salaries budget for review by the College Accountant.
- Regular reforecasting of salaries costs for inclusion in the management accounts.
- Preparation of year end salary related disclosures in the statutory accounts.
- Preparation of other information for the auditors, such as salary costs reconciliation and assisting with their testing.
- Preparation of payroll information for National statistics submissions.

The post-holder may be required to carry out other duties as required by the College Accountant cognate with the areas listed above. The Job Description may be reviewed periodically in conjunction with the post holder and the requirements of the College.

6. Selection Criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Educated to GCSE (or equivalent) in Maths Grade C or above.	√	
Educated to A Level Standard.		√
CIPP or other payroll qualifications.		√
Experience		
Experience of working in a similar payroll post.	√	
Able to juggle multiple demands, manage competing deadlines and remain calm under pressure.	√	
Understanding of the basics of double entry accounting and producing journals.		√
Able to reconcile nominal ledger accounts		√
Experience of working for a Higher Education establishment.		√
Skills, Competencies and Abilities		
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.	√	
High levels of organisation and the ability to prioritise effectively and manage competing deadlines.	√	
Tactful and discrete with the ability to deal and maintain confidentiality at all times.	√	
Excellent oral and written communication skills.	√	
Strong IT skills appropriate to a Windows-based office (intermediate-advanced user of Excel).	√	
Excellent numeracy skills.	√	
Proven ability to recognise problems and to provide pragmatic and innovative solutions.	√	
Attention to detail and high levels of accuracy.	√	
An understanding of some of the current challenges facing higher education.		√
Personal Skills		
Enthusiastic and self-motivated.	√	
Flexible approach to duties and workload, particularly during peak times of activity.	√	
Very friendly, helpful and approachable with strong relationship management skills, a good sense of humour and a willingness to assist.	√	
Committed to ongoing professional and personal development.	√	

7. Terms and Conditions

Appointment	This is a part-time, permanent post working 21 hours a week (usually the equivalent of three days per week although consideration will be given to candidates wishing to expand their hours across five days). The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks written notice. Once the appointment is confirmed, the period of written notice will be three months on either side.
Salary:	The salary reflects the St Edmund Hall Scale at Grade 6 (currently FTE £33,482 to £39,542 per annum). The actual salary range is £20,089.20 to £23,725.20 per annum. Appointments are normally made to the bottom point of the grade and advancement up is on an annual basis on 1 August provided the postholder has been in post for at least three months prior to the incremental date.
Hours of Work:	Normal hours of work will be 21 hours usually 9.00am to 5.00pm across three days, with a one-hour lunch break each day, which is unpaid. However, the possibility of working less hours across more days whilst incorporating the contractual hours will be considered. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days (prorated according to working pattern), comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Payroll Officer may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the College Accountant.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, salary sacrifice car loan, free annual flu vaccination, discounts using a University card and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise.

Parking: Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees;
2. A current CV;
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Tuesday, 8 July 2025**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on Wednesday, 16 July 2025 in Oxford.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender*

reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.

4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*