



THE QUEEN'S COLLEGE  
UNIVERSITY OF OXFORD



## PAYROLL & ACCOUNTS OFFICER

This is a full-time, permanent appointment at the Queen's College, High Street, Oxford, OX1 4AW  
Queen's Scale Grade 6: £33,951 to £39,906 per annum, plus a discretionary Queen's weighting  
payment of £3,050 per annum

## THE QUEEN'S COLLEGE

Founded in 1341, it now consists of impressive seventeenth- and eighteenth-century buildings that replaced those of the medieval foundation. The College has around 330 undergraduates, 160 graduates, and approximately 45 Fellows in a range of academic roles.

Further information about the College can be found on its website at [www.queens.ox.ac.uk](http://www.queens.ox.ac.uk).



## THE BURSARY

The College is looking for a professional, dedicated and enthusiastic individual to join the Bursary team as Payroll & Accounts Officer. The Bursary is responsible for the College's financial operations, and this role will support both payroll and the wider day-to-day work of the finance function. Reporting to the College Accountant and working within a small team of four, the post would suit someone who enjoys accurate, detailed work and is keen to play an important part in the smooth running of the College. The department is overseen by the Bursar.

## THE ROLE

The Payroll & Accounts Officer plays an important role in supporting the College's financial operations. The main area of responsibility is the administration of the College payrolls, including a larger monthly payroll and a smaller termly payroll, both of which involve input from a range of sources and require a high degree of accuracy, discretion, and attention to detail.

Reporting to the College Accountant, the postholder will work closely with colleagues in the Bursary as well as with HR, the Academic Administrator, Heads of Department, and external providers. In addition to payroll, the role also supports wider Bursary activity, including financial processing, reconciliations, invoicing, and providing cover for essential finance tasks during busy periods or team absences.

The role would suit someone who is comfortable working accurately with detailed financial information, managing regular deadlines, and dealing professionally with colleagues across the College on matters that are often time-sensitive and confidential.

# RESPONSIBILITIES

## THE MAIN DUTIES FOR THIS ROLE INCLUDE:

- Managing the College payrolls from data entry to RTI submissions and nominal posting of payroll costs.
- Working closely with HR and the Academic Administrator to ensure that all personnel changes (starters, leavers, contractual changes, sick pay) are processed accurately.
- Collating and entering overtime submissions in liaison with Heads of Department.
- Calculating holiday pay, statutory sick pay and other statutory payments.
- Administering payroll-related deductions including rent, housing loans, travel loans, EV scheme, cycle scheme and childcare vouchers.
- Administering HMRC requirements including P60s, P45s tax code changes, SLC deductions.
- Preparing and submitting pension contributions for OSPS and USS schemes including auto enrolment.
- Processing and arranging payment of academics as per TMS (University of Oxford Teaching Management System) through the payroll and purchase ledger.
- Acting as the first point of contact for individuals with payroll- or pension-related queries.
- Reconciling payroll-related control accounts in the nominal ledger.
- Preparing and posting payroll-related information to the nominal ledger.
- Raising payroll-related sales invoices where employee costs are recharged to other Colleges or University departments.
- Liaising with the payroll software provider (Mercury Academic) to resolve issues as they arise.
- Keeping up to date with relevant payroll and HR legislation and best practice.

## THE POST MAY ALSO ENTAIL THE FOLLOWING DUTIES:

- Processing purchase ledger invoices, including preparing invoices for payment during busy periods and in the absence of other team members.
- Raising other external sales invoices as required.
- Charging for College guest rooms.
- Assisting with the posting of student-related charges, including fees and accommodation.
- Recording donations received and reconciling them with the Development Office DARS system.
- Assisting the Development Office with Gift Aid submissions.
- Carrying out bank reconciliations.
- Providing cover for essential Bursary tasks during the absence of other team members.
- Dealing with ad hoc requests as required.

The duties listed above are not exhaustive, and the postholder may be required to undertake other tasks, under the direction of the College Accountant, that are commensurate with the responsibilities of the role.



## ABOUT YOU

The successful candidate will bring payroll experience, or strong practical payroll knowledge, together with excellent accuracy, attention to detail, and confidence working with financial and payroll data. They will be comfortable working across a range of payroll, finance, and administrative systems, able to manage recurring deadlines reliably, and capable of dealing with payroll, pension, and finance queries in a professional and discreet manner. They will also need to be flexible, collaborative, and willing to support the wider day-to-day work of the Bursary as part of a small team.

## PERSON SPECIFICATION

### SELECTION CRITERIA FOR THE PAYROLL & ACCOUNTS OFFICER ROLE

#### ESSENTIAL

- Experience of working with payroll systems, or sound practical payroll knowledge
- Strong numeracy, accuracy, and attention to detail
- Excellent IT skills, including confidence in Excel
- Strong organisational skills and the ability to manage routine deadlines reliably
- Good communication skills and the ability to deal professionally with colleagues at all levels
- A flexible, proactive approach and the ability to work both independently and as part of a small team

#### DESIRABLE

- AAT Qualification or a specialised payroll qualification
- Experience of working in a higher education environment.
- Experience of Mercury accounting software.
- Experience of TMS (Oxford University's Teaching Management System)

## TERMS AND BENEFITS

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

### CONTRACT AND WORKING PATTERN

- This is a permanent appointment. There will be an initial probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
- Ideally the appointee should be available to take up the post by 1 October 2026.
- This is a full-time post. The normal hours of work are 37.5 hours per week, worked over five days, Monday to Friday. The usual working pattern will be between 8.30/9.00 am and 5.00/5.30 pm, with an unpaid lunch break.
- You may be required to work additional hours when authorised and as necessitated by the needs of the business. Flexibility in work patterns will be needed when the requirements of the role demand this.

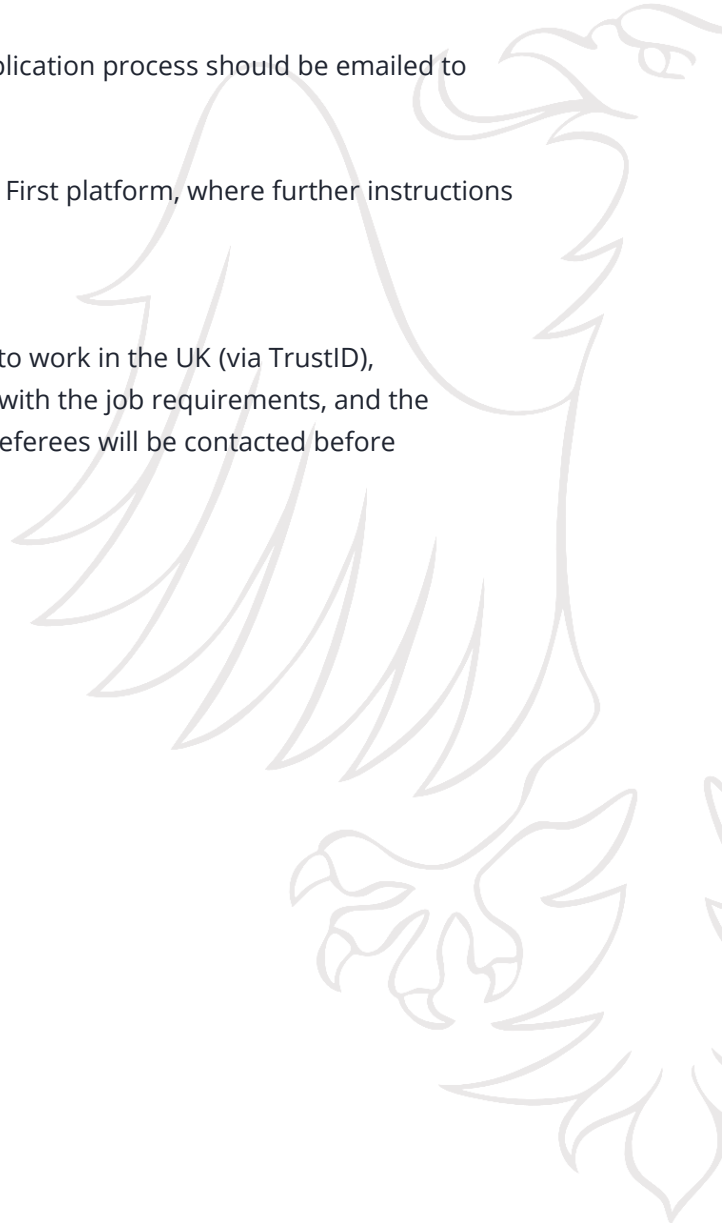
### SALARY AND BENEFITS

- Salary: Queen's Scale Grade 6 (£33,951 to £39,906 p.a.) depending on qualifications and experience. In addition to your basic salary the College is currently paying a discretionary 'Queen's weighting payment'. The weighting payment is currently £3,050 per annum for employees on Grade 6, payable in equal monthly instalments.
- Holiday: 38 days' annual leave (pro rata), inclusive of Bank Holidays (1 January to 31 December). Some annual leave is required to be taken during the College's Christmas closure period. An additional day of leave is awarded after 5, 10 and 15 years' service. The College also offers the option to 'buy back' up to 5 days of unused leave each year, subject to policy.
- Pension: membership of the Oxford Staff Pension Scheme (OSPS), with salary sacrifice options available.
- Occupational sick pay: provided in line with College policy, with entitlement increasing with length of service.
- Time off in lieu (TOIL) / Overtime: TOIL is available for eligible Grade 1-7 roles in line with College policy.
- Flexible working: Option to work from home for up to 20% of weekly hours (where the role allows).
- Additional benefits include: Free meal during working hours; access to the College gym and University Club; discounted travel schemes, including bus, rail and cycle-to-work options (subject to conditions).

## HOW TO APPLY

- Closing date – for the receipt of applications is 1 July 2026. Late or incomplete applications will not be accepted.
- Interview date / timeline – Interviews are likely to be held in person on 6 or 7 July 2026 at the College.
- Contact for queries – Any enquiries about the application process should be emailed to [HR@queens.ox.ac.uk](mailto:HR@queens.ox.ac.uk)
- Click 'Apply Online' to be redirected to the People First platform, where further instructions on the application process will be available.

The appointment will be subject to proof of the right to work in the UK (via TrustID), satisfactory references, proof of qualifications in line with the job requirements, and the satisfactory completion of a medical questionnaire. Referees will be contacted before appointment is confirmed.





## ADDITIONAL INFORMATION

### DIVERSITY AND EQUAL OPPORTUNITY AT QUEEN'S COLLEGE

The Queen's College is an equal opportunities employer and a living wage employer.

Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Applications are particularly welcome from underrepresented groups. We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment that represents a variety of backgrounds, perspectives, and skills. We value and celebrate diversity and feel that is critical to achieving our strategic aims and long-term success. The more inclusive we are, the better our work will be.

The College also shares the University's commitment 'to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.' The University's full policy is available at <https://edu.admin.ox.ac.uk/equality-policy>

The College invites all applicants to familiarise themselves with its equal opportunities policy, available at <https://www.queens.ox.ac.uk/wp-content/uploads/2022/11/Equal-Opportunities-Policy-May-2020.pdf>

### DATA PROTECTION

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation 2018.

### PRIVACY NOTICE

The College Privacy Notice can be viewed here: <https://www.queens.ox.ac.uk/wp-content/uploads/2022/10/Applicants-for-office.pdf>

All data supplied during the application process will be processed and stored in accordance with this policy.