St Catharine's College
Cambridge



Photo credit: Tim Rawle

Payroll Manager

November 2026

ABOUT US

St Catharine's College (affectionately known as 'Catz') is a welcoming, inclusive and vibrant community located in the heart of Cambridge.

St Catharine's is one of the 31 Colleges in the University of Cambridge and is dedicated to academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. This is made possible thanks to our friendly and welcoming community of staff who work across our different departments.

Through a culture of collaboration, respect and a shared commitment to excellence, our teams work together to create an environment that supports learning and innovation.

We are committed to providing a wide range of benefits to our staff, to reward and support them while working with us including free College lunches on working days, professional development opportunities, staff social events and access to health and wellbeing resources.

To find out more about the College, please visit our website: Welcome to St Catharine's | St Catharine's College, Cambridge

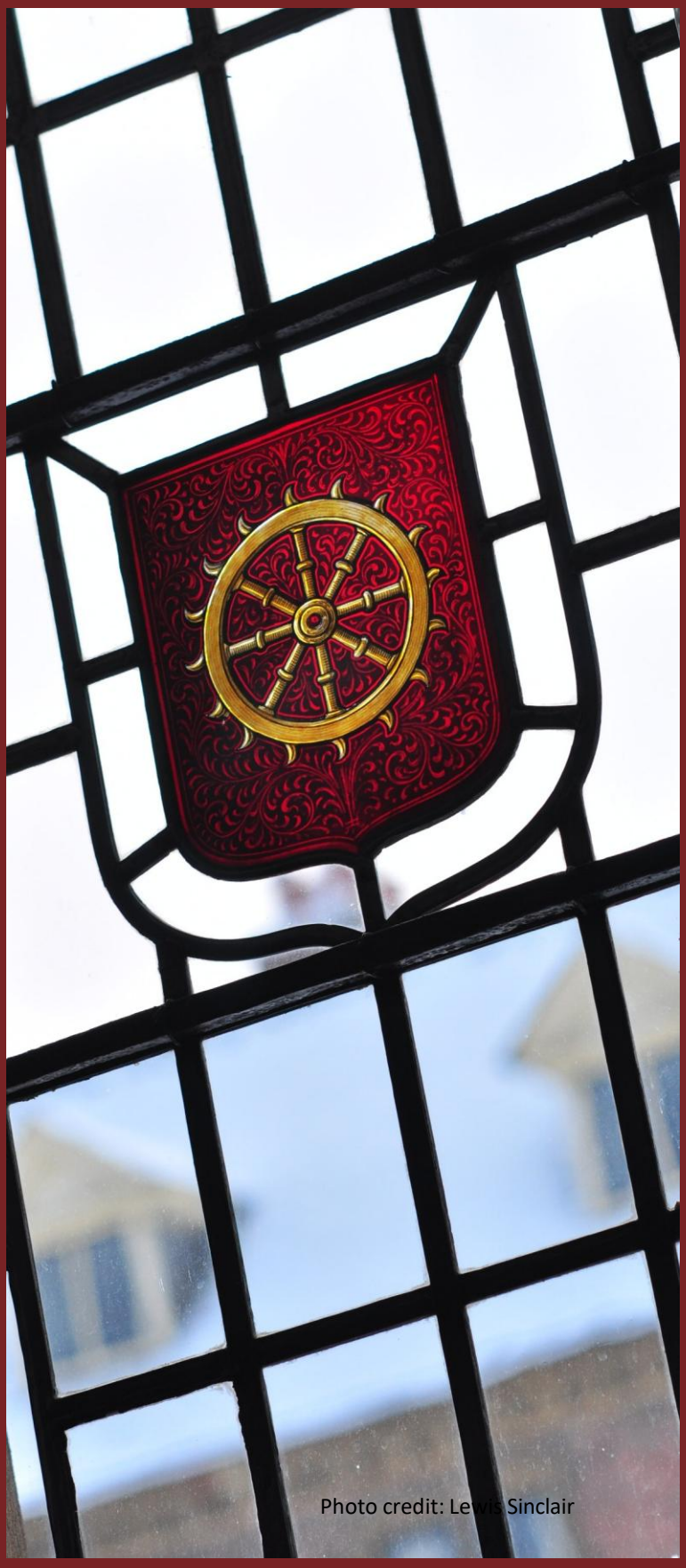


Photo credit: Lewis Sinclair

WELCOME

Thank you for your interest in the Payroll Manager role at St Catharine's College.

We are seeking to appoint a new Payroll Manager to fill a key role in our finance team. The finance team has 7 members, and we support the College in day to day running, financial reporting, investment management, and payroll.

We are looking for a very organised and meticulous person, with strong excel skills and excellent attention to detail. Our payroll is diverse, with a range of role types, requiring different payroll processes. Therefore, applicants need to have very strong previous experience, managing a complex payroll.

It is an exciting time to join the team at St Catharine's. We have just implemented a new payroll system, and we will be going live with a brand-new finance system in 2027.

The College offers a wonderful working environment in its historic site in the heart of Cambridge. The Payroll Manager will engage with academic Fellows, and staff as well as other finance and non-finance professionals in other colleges and the University. The role also works very closely with the College HR manager and their team.

The St Catharine's community is truly welcoming and supportive. As a finance team we are a diverse mix of people with a genuine drive to get things done, improve processes and ensure the College is on a sure financial footing.

Please contact me if you would like an informal conversation about the role: head.finance@caths.cam.ac.uk

Ro Price

Head of Finance


Photo credit Danielle Bradshaw

THE ROLE

St Catharine's College, founded in 1473, is one of the older Colleges in the University of Cambridge. There are approximately 460 undergraduates, 390 postgraduates and over 60 fellows. Most undergraduates, fellows and staff are housed or work on the main College site, in Trumpington Street in the City centre, where the Finance Department is based. The department comprises seven people, headed up by the Head of Finance.

This role is solely responsible for the College's payroll activities, reporting to the Head of Finance. This role works closely with the Senior Management Accountant and Senior Financial Accountant. The College payroll numbers around 500 people, including Fellows, staff and students.

Purpose of the Role:

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 also paid in an accurate and timely manner.
To support the finance team and wider college community with payroll expertise and payroll analysis and modelling e.g. budget preparation and variance analysis.

Main duties and responsibilities:

- Prepare, process and ensure the timely payment of the payroll and pensions in accordance with current payroll and pensions legislation & regulations.
- Prepare monthly remittances and contribution files for pension schemes; prepare annual reconciliation of pensions data.
- Complete all returns to HMRC/Pensions/ONS/University in relation to payroll including P11D's, PAYE Settlement Agreements.
- Liaise where necessary with third parties on all aspects of the payroll, including pensions.



THE ROLE

Continued

- Reconcile payroll control accounts monthly.
- Comment on payroll variances monthly for all cost centres and overall management accounts.
- Enter payroll related journals and perform reconciliations in the nominal ledger, reassign payroll cost where needed and calculate the reassignment of payroll cost to restricted funds.
- Calculate annual holiday accrual and prepare statutory accounts disclosures and support the annual audit.
- Prepare the annual payroll budget and reforecasting for payroll costs.
- Provide guidance to the college community regarding payroll changes and their impact.
- Supervise the student payroll outsourced to external provider, checking and approving payment.
- Support the HR Manager in HR compliance matters including staff on/off boarding processes.
- Such other duties and tasks as may reasonably be required, from time to time, by college management, including providing holiday cover for other finance team members.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and their line manager. The postholder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.



PERSON SPECIFICATION

Criteria	Requirement
Experience	
Significant experience of managing and processing a payroll	Essential
Experience of a processing a complex and diverse payroll	Essential
Adept at resolving problems & providing solutions	Essential
Experience of working in a Cambridge College or a HE Institution	Desirable
Experience of working in a collaborative, interdisciplinary team, working together to problem solve and suggesting solutions	Desirable
Qualifications	
Professional payroll or accounting qualification e.g. AAT/CIPD or equivalent	Essential
GCSE Maths & English (level 4, Grade C or above) or equivalent	Essential
Knowledge/Skills	
Analytical mind, highly numerate with fastidious approach to data handling and high attention to detail	Essential
Strong administrative and organisational skills and ability to manage and prioritise tasks and workload	Essential
To have excellent interpersonal and communication skills, with very good in-person, telephone and email manner and with a range of audiences	Essential
Microsoft packages, especially Excel	Essential
Knowledge of employment and tax legislation including; RTI/PAYE/NIC and Pensions regulations	Essential
Familiar with a variety of payroll/HR and financial ledger software e.g. HealthBoxHR & GP Microsoft Dynamics software	Desirable
Personal Attributes	
Excellent command and use of the English language	Essential
The ability to work by oneself – to use initiative and be a self-starter	Essential
To be able to work to deadlines and deliver on those deadlines	Essential
To be able to adapt and embrace change	Essential

BENEFITS AND WORKING ARRANGEMENTS

Responsible to Finance Manager

The role is a permanent, full-time post of 37.5 hours per week.

Salary in the region of FTE £38, 000 - £43, 000 per annum, depending on skills and experience.

The successful applicant will be subject to a three-month probation period.

To apply, please submit a completed application form and send it along with the copy of your CV and a covering letter, outlining how your skills and attributes match the criteria for this position.

Please also complete and submit an Equality and Diversity monitoring form. All forms can be accessed via our website.

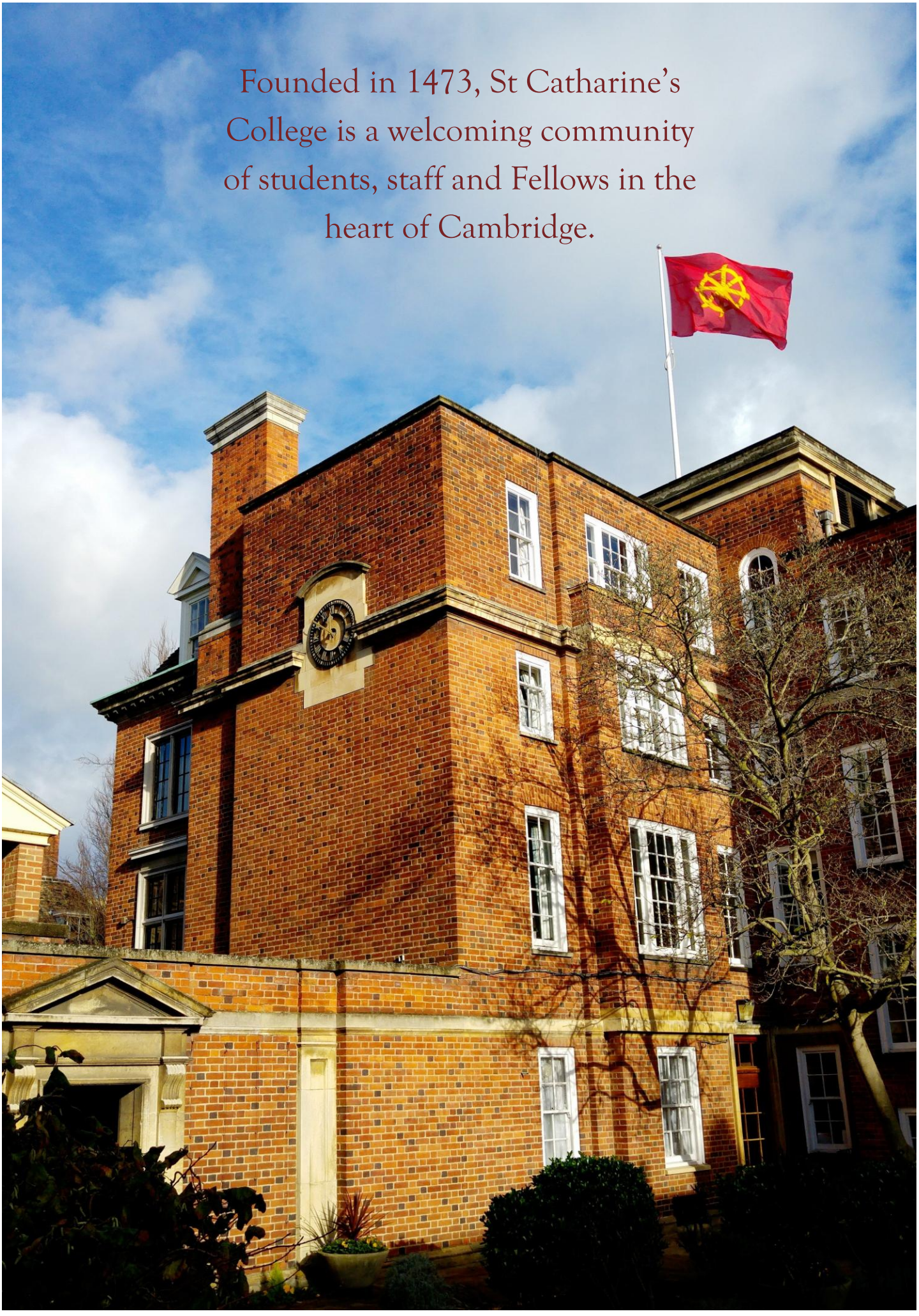
All documents should be emailed to: recruitment@caths.cam.ac.uk

The closing date for completed applications is

5pm on **Friday 27th November**



Photo credit: R. Cole


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College is a welcoming community
of students, staff and Fellows in the
heart of Cambridge.