

**Job Description**

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| **Job title:** | Finance and Payroll Assistant |
| **Location:** | Tan Bank / Home Working |
| **Responsible to:** | Finance Team Leader |

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| **Job purpose**  Supporting the Head of Finance, Finance Team Leader and other senior staff as required. Providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. Along with guidance and support to the wider finance team and other staff. This post will be part funded by National Lottery Community Fund and European Social Fund (ESF). Fixed term until 1st July 2022. |

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| **MAIN DUTIES** | |
|  | Create, send, and follow up on customer and supplier invoices. |
| **2.** | Collect and enter data for various financial spreadsheets and post journals. |
| **3.** | Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc. Including assisting on BBO claim preparation and checks as required. |
| **4.** | Review and audit financial statements and reports, ensure all calculations and data entries are correct. |
| **5.** | Reconcile any discrepancies or errors identified by conversing with employees, funders, customers and service users. |
| **6.** | Processing staff expenses and credit card statements. |
| **7.** | Drafting & submitting payroll on a monthly and ad hoc basis whilst maintaining payroll information by collecting, calculating, and entering data. Including the necessary HMRC & Pension filing requirements. |
| **8.** | Maintain weekly and monthly payment runs and send remittances. |
| **9.** | Ensure customers pay on time and chase any overdue invoices. |
| **10.** | Provide cover across the finance team and cover the finance telephone line & inbox. |
| **11.** | Adhere to the company's or organisation's financial policies and procedures |
| **12.** | Answers question and provide assistance to stakeholders, customers, and service users as needed |
| **13.** | Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior staff. |
| **14.** | Other duties as required and not limited to finance department. |

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| **OTHER** | |
| **1.** | Must have at least 1 years’ experience or training in a finance or accounting role. |
| **2.** | Must be proficient in Microsoft applications e.g. Excel and accounting software (ideally Xero). |
| **4.** | Support transformational & complex finance changes across the organisation. |
| **5.** | Effective decision making using objectivity, sound judgement and evidence reasoning. |
| **6.** | Build excellent business relationships and maintaining through onsite meetings and support. |
| **7.** | Provide effective leadership and direction to the finance team whilst supporting the Head of Finance. |
| **8.** | Be flexible and able to adapt to changing circumstances. |
| **9.** | Must have excellent numeracy skills and attention to detail. |
| **10.** | Excellent organisation and prioritisation skills - must have the ability to meet strict deadlines. |
| **11.** | To promote the charity in a positive and professional manner. |
| **12.** | To provide support to organisational staff and the CEO as required. |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale.

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| **Prepared By:** | Samuel Brant  Head of Finance |
| **Date:** | April 2021 |

**Person specification**

**Job title:** Finance and Payroll Assistant (E = Essential D = Desirable)

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| **SKILLS AND CORE COMPETENCIES** |
| **Technical competency (qualifications and training)**   * Must have at least 1 years’ experience in a similar role and hold or be working towards a recognised qualification. **(E)** * Must be proficient in Microsoft applications e.g. Excel and accounting software (ideally Xero).**(E)** * Must have excellent numeracy skills and attention to detail .**(E)** |
| **Experience**   * Relevant previous experience in a similar role **(E)** * Excellent organisation and prioritisation skills – must have the ability to meet strict deadlines **(E)** * Effective decision making using objectivity, sound judgement and evidence reasoning. **(D)** * Support transformational & complex finance changes across the organisation. **(D)** * Build excellent business relationships and maintaining through onsite meetings and support. **(D)** * Provide effective leadership and direction to subordinates whilst supporting managers. **(D)** |
| **Skills and Attributes (E)**   * Excellent communication skills * High levels of initiative with a strong focus on customer care * Achievement focussed - generating results by assuming responsibility for one’s performance, recognising opportunities and acting efficiently at the appropriate moment and within the given deadlines * Strong analytical ability to understand internal/external customer needs and concerns in the short and long term, and to provide sound recommendations or solutions * Team working - working cooperatively with others effectively with interdependent goals and common values to foster a collaborative environment and to work in the same direction * Be flexible and able to adapt to changing circumstances. * Excellent organisation and prioritisation skills - must have the ability to meet strict deadlines. |
| **Personal qualities, communicating and relating to others**   * Self-motivated, flexible, adaptable and able to work under pressure **(E)** |
| **Other**   * Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)** |