

JOB DESCRIPTION

JOB TITLE:	Payroll and Finance Officer (Payroll & Management Accounts)
SALARY:	In the region of £25,000, depending on experience
CONTRACT:	Minimum of 6-month contract
LOCATION:	The Round House, Ashington
ACCOUNTABLE AND REPORTING TO:	Head of Finance
PURPOSE OF THE ROLE:	To assist the Head of Finance in providing a comprehensive financial service to the organisation

THE MAIN DUTIES OF THE ROLE:

Payroll

- To process all monthly payroll adjustments are processed including starters, leavers, variable based pay (from the care system), sickness, maternity and paternity pay
- To process and prepare monthly deductions such as court costs and pensions including preparation and submission of the required regular returns
- To review deductions for PAYE/NI generated by the system and ensure they are ready for payment in line with the statutory timetable. This includes responsibility for submission of monthly and annual RTI returns and processing of forms such as P45s, P60s
- To generate and post monthly payroll journals ensuring that all costs are accurately reflected in the correct place within the general ledger
- Monthly reconciliation of payroll related balance sheet control accounts, including taking corrective action on a timely basis to clear reconciling items
- To respond to employee queries with regard to their salary ensure that all queries received into the team are resolved on a timely basis

Management Accounts

- Assist the Head of Finance in the compilation of the monthly management accounts, budgets and forecasts including processing of routine month end journals for prepayments, fixed assets and accruals
- To maintain the fixed asset register
- Other Management Accounts duties as required for example submission of routine ONS Returns

Other

As delegated by the Head of Finance support the smooth running of the Finance function including:

- Participate constructively in staff meetings, training & development
- Contribute to the development of processes and procedures

VALUES:

Age UK Northumberland (AUKN) has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

The organisation's values are;

1. We are Respectful

We acknowledge and appreciate difference and do not judge where difference exists

2. We are Empowering

We support and enable people to take control of their lives and achieve their goals

3. We promote Equality and Inclusivity

We provide the opportunity of accessible services so as not to intentionally exclude anyone who needs our support

4. We have Integrity and are Trustworthy

We provide a reliable service and uphold our values at all times

5. We are Empathetic



We provide the opportunity for people to be listened to and for their needs to be acknowledged and understood.

CLOSING DATE : Friday 30th July 2021

How to apply

Please send your CV and a covering letter to joinus@ageuk-northumberland.org.uk.

If you have any questions, do give us a call on 01670 784 800.

PERSON SPECIFICATION

The following requirements will be assessed from a combination of information provided from the application form, panel interview process and references:

Education and Qualifications	Essential	Desirable
CIMA		X
AAT Qualification Level 2 or qualified by experience	X	
5 GCSEs A-C	X	
Skills, Knowledge and Experience	Essential	Desirable
Experience of working in a busy finance department, with particular focus on payroll responsibilities	X	
Attention to detail	X	
Organisational and Management Skills	X	
Ability to set and manage priorities	X	
Ability to work independently and act on own initiative	X	
Good customer service skills (explaining queries on payslips to non finance staff)	X	
Experienced user of finance and payroll systems	X	
Knowledge of Sage Payroll and Xero Finance		X
Personal Attributes/Qualities	Essential	Desirable
Of good character	X	
A high level of interpersonal skills and the ability to work effectively with a range of different people	X	
Seeks continuous improvement	X	

Sound analytical skills and ability to reflect on own and others practice	X	
Completer/finisher	X	