**ROLE PROFILE**

**Job Title:** Payroll Administrator/Finance Assistant

**Accountable to:** Finance Officer

**Salary**: Competitive

**Location:** East Belfast Mission, Skainos Square, 239 Newtownards Road, Belfast

**Hours of work:** 37.5 hours per week. Reasonable hours outside of this may be required to fulfil the duties of this position

**Leave:** 20 days plus 12 statutory days

**Pension:** National Employment Savings Trust (NEST) Pension Scheme

**Health Care:** An employee health care plan is available after successful probation

**Probation:** This post is subject to a 6 month probationary period.

**Date:** March 2017

**Job purpose**

To work within the Corporate Services department, the successful applicant will assist the Finance Officer in the effective management of payroll and sales ledger within EBM. In addition the successful candidate will provide an effective customer focused support service to all internal and external stakeholders ensuring that all queries are dealt with in a timely manner.

**Main Responsibilities and Accountabilities**

* To prepare and maintain monthly payroll
* To ensure all changes in rates or methods of paying SSP, SMP, Pensions, Tax and National insurance are in line with legal requirements
* To keep up-to-date on HMRC and legislative requirements in relation to payroll
* To prepare and submit statutory returns
* To administer auto-enrolment and private pension schemes
* To liaise effectively with HR regarding payroll processing and statutory reporting
* To respond to queries from staff or external bodies in a timely and effective manner
* To ensure all policies and procedures regarding payroll and sales ledger are adhered to
* To assist in maintaining financial information and systems and assist in the preparation of management accounts and budgets
* To chase outstanding debt via phone, email and letter and document this correspondence and reduce aged debtor days
* To investigate and resolve queries relating to the non-payment of invoices
* To ensure that debts are paid in a timely manner to meet the cash and debtor target days set by EBM
* To ensure timely and accurate entry of all financial information posted onto the system
* In conjunction with the Finance Officer to ensure accruals and prepayments are calculated and monthly and shop and café receipts reconciled.
* To assist with preparing grant applications and financial returns for projects as required.
* In conjunction with other Finance Team members to ensure that a high class customer service is delivered to all internal and external stakeholders ensuring that all questions, queries and tasks are dealt with in a timely manner
* To review and make recommendations to systems and procedures as required

**Other**

* To take responsibility for own learning and development, and actively participate in available learning opportunities
* To ensure adherence to all health and safety regulations and EBM’s policies and procedures
* Any other duties conducive to the effective operation of the post and deemed to be within the post-holder’s competencies.

**PERSONNEL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criteria** |  | **Essential/****Desirable** |
| **Qualifications** | Foundation level qualification in a recognised Accountancy Body (e.g. ICAI/ ICAEW/ ICAS/ ACCA/CIMA/ CIPFA)Sage Payroll | DD |
| **Experience** | A minimum of two years’ work experience in a financial role with responsibility for –* Payroll to include calculating and processing all salary and salary related payments, including pension deductions
* Maintaining financial records to include recording and accounting for income and expenditure using both manual and computerised systems
* Managing sales ledger
* Managing credit control processes and reducing aged debtors
* Budget management to include assisting in the management and monitoring of budgets

A minimum of two years’ experience in a computerised accounting environmentExperience of Sage payroll Quick Books/Sage 200 accounting software | EEEDDEEED |
| **Knowledge &****Skills** | Excellent self-management skills and the proven ability to meet deadlines and targetsExcellent communication skillsComputer literate and experienced in Microsoft Office packages especially MS Excel and Word.Accurate and detail consciousAbility to work under pressure and to tight deadlines | EEEEE |
| **Other** | High degree of discretion and confidentiality | E |

A Basic AccessNI check will be required if appointed.

## East Belfast Mission is an Equal Opportunities Employer