



Job Description

1. JOB DETAILS

Job Title:	Payroll and Assistant Finance Officer
Location:	Hospiscare Enterprise Centre, Exeter EX2 8RB
Hours:	37.5/week, Monday to Friday
Team/Directorate:	Finance
Responsible To:	Head of Finance
Responsible For:	N/A
Accountable To:	Director of Finance

2. JOB PURPOSE

To co-ordinate and process all aspects of payroll for the Charity and Trading Company.

To assist the Finance Officer in maintaining the sales ledger and with all processes that lead to the production of the management accounts.

3. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

3.1 Main Responsibilities

- Process the payroll function, co-ordinating with the HR team, to ensure all staff are paid accurately and in a timely manner, including any relevant statutory and non-statutory deductions.
- Correspond with HMRC on all PAYE and NIC matters as required to ensure monthly and annual returns and payments are processed in a timely manner.
- Liaise with the HR team to ensure correct payments are made and recorded for Company Sick Pay and Statutory Sick Pay entitlements.
- Maintain relevant pensions paperwork to ensure Hospiscare is compliant with auto enrolment legislation.

- Respond to queries from staff in connection with payroll, made either directly or via the HR team, to ensure all issues raised are resolved in a timely and appropriate manner.
- Assist the Finance Officer in liaising with all departments to ensure financial paperwork is received accurately and in a timely manner.
- Provide transaction information from the bank account and various Hospiscare systems to ensure accurate uploading and recording for month end cost centre reports and management accounts.

3.2 Key Contacts

Internal:

- Head of Finance
- Finance team
- HR team
- Hospiscare staff
- Department heads and managers
- Learning and Development team
- Fundraising team
- Clinical teams
- Head of Retail
- Lottery Sales Manager
- Volunteering team and volunteers

External:

- HMRC
- Pensions providers
- External scheme providers
- External systems providers
- Suppliers
- Customers
- Auditors

3.3 Health & Safety

- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
- Comply with safe working practices as defined by Hospiscare
- Complete online training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable

- Manage own work life balance and general wellbeing, including any relevant pressures in respect of lone working, travel, difficult environments and challenging situations

3.4 General

- Be aware of and adhere to Hospiscare policies and procedures at all times
- Take part in progress/performance reviews throughout the year
- Cooperate with other Hospiscare departments
- Attend training courses and complete online training modules as required to meet the requirements of the post
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

3.5 Other

- Apply the Hospiscare values and behaviours to every aspect of the role at all times
- Promote and maintain the brand standards of Hospiscare

PAYROLL & ASSISTANT FINANCE OFFICER

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	A recognised accountancy or payroll qualification, eg Association of Accounting Technicians (AAT) or Chartered Institute of Payroll Professionals (CIPP) at Level 3 or above, or equivalent experience	Sage payroll qualification
Experience	Significant experience of running a large payroll function Demonstrable experience of working in a finance team, including maintaining purchase and sales ledgers and bank reconciliations	Experience of preparing management accounts Experience of working with volunteers
Knowledge	Detailed understanding of all aspects of payroll legislation and processes Understanding of purchase and sales ledgers, intercompany accounts and reconciliation of bank accounts	Understanding of preparation of management accounts and of accounts to trial balance stage
Skills	Developed planning and organising skills Developed communication and interpersonal skills Developed IT skills including Excel	
Personal attributes	Ability to work autonomously and act on own initiative, seeking advice/escalating issues when appropriate Able to work under pressure and meet deadlines A solution focused approach Team player	

	<p>Flexible and adaptable with the ability to respond positively to change</p> <p>Awareness of Equality, Diversity and Inclusion in all areas of work</p>	
Additional requirements	Able to be flexible as work dictates, especially around payroll deadlines	

**Job Description and Person Specification Agreement:
The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

Post Holders Signature:

Date:

Managers Signature:

Date: