**Role Profile**

**Finance and Payroll Assistant**

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| **Role Purpose** | |
| * To assist the Finance Manager in liaising with budget holders and other staff on financial matters * Contribute to the efficient use of finances ensuring that expenditure is in line with budget management policies and agreed budgets * To assist in ensuring the correct salary payments are made monthly by maintaining payroll input records. * Assist in ensuring that the services meet customer requirements and delivered in line with defined professional relevant standards * To assist in creating and reinforcing a strong customer focused, responsive, flexible “can do” culture. * Maintain positive relationships with a range of operational stakeholders to assist the delivery of a seamless and integrated services and upholding the reputation of the company and Oldham Council as the sole owner of the business | |
| **Key Relationships** | |
| **Line Manager:**  **Direct Reports:** | Finance Team Leader  None |
| **Main Accountabilities and Responsibilities** | |
| * Contribute to the operational processes to deliver services within Finance. * Work closely with the Finance Team Leader and members of the Finance team to refine and implement new ways of working to assist business growth and development. * Assist the development and implementation of annual service plans by processing financial data to ensure achievement of accurate budget information. * Contribute to the development of new or updating of, organisational and practice policies and procedures * Assist the reporting of the delivery of spending plans and service level activities which enable services to remain accountable to the Service Manager for the expenditure of allocated service budgets * Liaise with Payroll provider to ensure all queries are efficiently resolved. * Oversee the input of employee information to Payroll to ensure that accurate payments to employees are made. * Work with the Finance Team Leader to produce management and employee reports from the Payroll and HR system * Carry out monthly updates to the Ledger to ensure accurate reporting of income and expenditure. * Carry out monthly reconciliations as required to verify accuracy of financial records * Assist with the financial year-end process to ensure the correct reporting of income and expenditure * To fulfil any other duties commensurate with the role and grade | |

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|  | **Selection criteria**  **(Essential)** | **Selection criteria (Desirable)** | **Assessment Method**  **(Application Form / Interview / Test)** |
| **Education and Qualifications** |  | Working towards NVQ4 finance qualification | AF / I |
| **Experience** | Experience of using computer packages for spreadsheets, databases and financial ledgers.  Extensive experience of maintaining financial records and reconciliations.  Experience of operating payroll applications.  Completion of payroll reconciliations and production of management employee information | Experience of using Windows Operating System and Microsoft Office Programs | AF / I  AF / I  AF / I  AF / I |
| **Skills and Abilities** | Organisational skills to be able to prioritise own work deadlines  Problem solving skills to identify and find resolutions to queries.  Analytical skills to collate and investigate financial data  Able to concentrate for long periods on financial tasks while maintain accuracy and attention to detail |  | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Understanding of payroll calculations, employee deductions and payments.  Understanding of income and expenditure recording and budget reporting. |  | AF /I  AF / I |
| **Work Circumstances** | Willing to work towards a relevant finance NVQ.  Able to work flexibly to meet the needs of the service. |  | Interview  Interview |