

JOB PROFILE		
Job title	Service / area	Line manager
Payroll Senior	Central services	Financial Accountant
JOB PURPOSE Lead, manage and motivate the financial transaction team of three, ensuring the accurate and timely processing of sales ledger, purchase ledger and rent ledger data. Responsible for the operation of the finance function in accordance with the controls, standing orders and scheme of delegation.		
MAIN RESPONSIBILITIES <ul style="list-style-type: none"> • Prepare Two Saints' payroll accurately each month, ensuring that employees receive the correct remuneration, processing goal and staff amendments, leavers and starters, taking into consideration pension liabilities, and ensure that the required information is input into Lloyds, and relevant details passed to HMRC and the Pensions Trust. Prepare, post and email payslips, pension letters and P45's • Liaise with HR where necessary to ensure all information has been received • Ensure that all statutory deductions are made accurately and passed on to the appropriate agency in a timely manner • Ensure that all child maintenance and attachment of earnings orders are correctly processed and paid in a timely manner • Managing the analysis of all monthly payroll costs, coding, preparing uplift journal and posting into the nominal ledger including the redistribution of asset management staff salaries across the cost centres • Managing the preparation of the BACS payment weekly payroll for the relief staff and notify the payroll bureau of pending enrolments into the pension scheme and checking the information provided for accuracy. Managing the preparation of the bacs and uplift to Lloyds. Managing the preparation of and issuing of the pension letters and enrol eligible relief staff. • Managing the uplift of the weekly payroll journal and code the costs to the appropriate cost centres • Prepare on a monthly basis the pensions liability for both weekly and monthly staff, ensuring all staff are correctly accounted for within the auto enrolment process, processing opt in and opt out notices • Uplift the pension information and payment schedule and checking the validation messages and advising of leavers of the scheme • Reconcile payroll and pension accounts on a monthly basis • Prepare and import both weekly and monthly HMRC payments on Lloyds and ensure RTI information is uploaded • On a monthly basis give assistance with cost centres for staff training • Assist with the maintenance of the nominal ledger • Liaise with external agencies on behalf of staff and clients as directed by the Financial Accountant. • Maintain finance records, as required and ensure all manual, computerised records and information are stored, as appropriate 		

- Deputise for the Financial Accountant in their absence
- Support other team members as required
- Attend staff meetings and support and appraisal sessions as required
- Attend appropriate training to meet needs identified by line manager
- Carry out any other reasonable duties, as requested by a senior manager
- At all times, work within the organisation's Equal opportunities and Anti - discriminatory policies

EXPERIENCE AND QUALIFICATIONS/TRAINING

ESSENTIAL CRITERIA

- Payroll qualification, recent experience in managing payroll for 300 employees
- Educated to 'GCSE' level or equivalent, to include maths and English
- Recent experience of using a modular finance computer system, fast and accurate keyboard skills
- Knowledge of Excel, Word, Outlook, strong organisational skills
- Excellent written and verbal communication
- Excellent interpersonal skills, team player with a flexible approach.

KNOWLEDGE AND SKILLS

ESSENTIAL CRITERIA

- Proficiency in standard accounts packages
- Proficiency in Microsoft Office computer packages including Word, Excel and Outlook
- Good accountancy, numeric and literacy skills
- Good interpersonal skills
- Excellent communication skills
- Ability to plan and manage own workload

ADDITIONAL REQUIREMENTS

- Flexible attitude to tasks
- Ability to work as part of a team
- Honesty and integrity
- Committed to anti-discriminatory practice
- Basic disclosure and barring service check is a requirement for this role. This would be completed on appointment of the role

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Job title:	Finance team leader
Salary:	
Payment:	Paid on or around 25th of each month directly into your bank account
Hours of work:	
Pension:	Contributory pension with the Social Housing Pension Scheme
Annual leave:	25 days increasing by one day per year to a maximum of 30 days, pro rata for part time. Bank holidays are in addition to this
Probationary period:	Six months for new employees
Notice period:	Four weeks
Travel:	Business mileage paid (HMRC rate)
Job location:	Fareham House, 69 High Street, Fareham, PO16 7BB