



# Payroll & Finance Assistant Job Description

## Job Description

Hours: 37.5 hours per week – Monday to Friday

Reports to: Group Finance Manager

Based at: Glover Street, Digbeth, Birmingham

## Summary

Reporting to the Group Finance Manager, this role will have responsibility for administrating and taking the lead on multiple monthly payroll runs.

## Key Accountabilities

- Various payroll runs using SAGE Payroll
- Pension administration
- Holiday pay calculations.
- Time & Attendance system administration.
- Liaising with HR with regards to payroll information
- Data input on SAGE Line 50
- Responding to Supplier Statements where necessary.
- Purchase Ordering
- Be aware of duties performed by other team members to enable adequate cover during holiday/absence.
- Any other associated administration duties to support the finance function.

## Relationship to other roles

Maintain an effective working relationship with other individuals of the finance department, customers and suppliers to ensure the delivery of a professional service focused on achieving a high level of customer satisfaction.

## Equality and Dignity

The post holder will be expected to adhere strictly to the principles of fairness and equality in carrying out the role. At all times the post holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues. Badger will not tolerate any form of bullying or harassment, violence or aggression against its employees.

## Confidentiality

Your attention is drawn to the confidential nature of the information collected. The unauthorised use of disclosure of patient information or any other personal information, staff code of conduct and/or Data Protection Act is a disciplinary offence and could result in prosecution or action for civil damages under the Data Protection Act.

## Disclosure and Barring Service

**This appointment will be subject to a criminal record check from the Disclosure and Barring Service at Standard level.**

## Pre-Employment Health Check

The appointment will be subject to a satisfactory Pre-Employment Health Check.

*The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the operation.*



# Payroll & Finance Assistant Person Specification

The under mentioned are the job-related requirements for this post.

Criteria	Essential	Desirable
<b>Qualifications</b>	Payroll and/or SAGE qualification	Able to demonstrate a good general level of education and no less than 3 years' experience of administering payrolls
<b>Experience &amp; Knowledge</b>	<p>Previous experience working in a busy Finance department with sound knowledge and understanding of basic accounting procedures. Substantial experience in preparing and processing payrolls</p> <p>Experience in use of IT and Finance systems e.g. SAGE Payroll, SAGE Line50, Excel, Word, Outlook, SharePoint</p> <p>Experience of application of data protection and confidentiality procedure.</p>	<p>Experience within healthcare sector</p> <p>Dealing with Public sector organisations</p>
<b>Skills / Abilities</b>	<p>Good organisational and administration skills.</p> <p>Problem solving skills.</p> <p>Ability to prioritise and manage own workloads.</p> <p>Ability to ensure attention to detail is maintained.</p> <p>Ability to meet deadlines</p> <p>Ability to demonstrate good communication skills both orally and written.</p> <p>Ability to demonstrate good IT skills</p>	<p>Timeware</p> <p>Rotamaster</p>
<b>Personal Qualities</b>	<p>Ability to demonstrate a commitment to team working.</p> <p>Genuine interest in delivering an excellent customer service</p> <p>Willing to work flexibly</p>	