



Job Description

Job Title: Payroll Accounts Assistant - Part-Time (24 Hours)

Responsible To: Financial Controller

Primary Objectives:

Provide payroll and finance admin support to the Financial Controller and the Finance Department. Maintain Vista's payroll records and the production of monthly and year end payroll reconciliations as well as assistance with general finance administrative duties.

Responsible for liaison with external payroll provider and all payroll queries from staff and management.

Main Duties and Responsibilities:

- Collection & recording of timesheets and overtime data
- Be the first point of contact to resolve all payroll queries for both staff and management
- Assistance with payroll processing, i.e. leavers, starters, holidays, SPP, SMP, SSP etc
- Support HR to ensure adjustments are correctly accounted where applicable
- Maintain sickness leave calculator on MS Excel spreadsheet
- Liaison with external payroll bureau for monthly payroll processing
- Preparation of monthly payroll control account reconciliations.
- Assisting with the year end audit and ensuring compliance with the schedule of audit deliverables particularly with all payroll related queries
- Process and produce monthly sales invoices and support FC as required
- Update and review payroll processes as required

- General assistance & cover to other areas of the accounts team as required

Additional responsibilities

To ensure activities comply with current law and accounting standards

To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation

To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: Director of Finance and Governance

Date: September 2021

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none"> ▪ Minimum GCSE Grade 3 in English and Maths. 	<ul style="list-style-type: none"> ▪ CIPP certified or working towards. 	Application form/ Certificates
Experience	<ul style="list-style-type: none"> ▪ Substantial experience of processing payroll end to end in a finance office. ▪ Full knowledge of up-to-date payroll legislation. ▪ Working knowledge of HMRC and RTI. 	<ul style="list-style-type: none"> ▪ Payroll experience. 	Application form Interview
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Excellent organisational skills. ▪ IT skills including Microsoft Office. ▪ Excellent communication skills. ▪ Highly numerate with attention to detail. ▪ Time management skills and the ability to work to defined timescales. ▪ Working experience & knowledge of accounting software systems. 	<ul style="list-style-type: none"> ▪ Charity or Voluntary Sector Finance experience. 	Interview/Test
Personal Qualities	<ul style="list-style-type: none"> ▪ A 'can-do' attitude and creative approach to problem solving. 		Interview

	<ul style="list-style-type: none">▪ Able to deploy an interpersonal approach appropriate to each situation.▪ Able to work on own initiative but also be a team player.		
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