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**Job Description**

**Finance and Payroll Assistant**

**Reporting to:** Finance Manager

The Coquet Trust are an inclusive and supportive employer who value the diversity of our staff, encouraging them to reach their full potential through relevant training and supportive leadership.

We are driven by our values which are to be ***committed, reliable, inspirational, trustworthy and inclusive.*** They are the foundation of all that we do and endeavour to achieve.

We are an Investors in People employer and by joining the Coquet Trust team, you will be given excellent support from your Manager as well as the wider team.

Working closely with other Head Office staff, you will deliver our values by putting the people we support at the heart of everything you do.

**Purpose:**

To assist in the organisation and smooth running of administration and financial procedures within Coquet Trust and to support the Trust to successfully implement and achieve its organisational objectives.

**Responsibilities:**

* Ensure support staff hours and expenses information is processed in time for payroll input using Sage Line 50 payroll
* Ensure employees’ salaries and wages are paid on time and accurate records are kept including;
* HMRC payment submissions
* RTI submissions
* Statutory Payments
* Pension Auto enrolment
* Ensure payroll queries from staff are dealt with in a timely manner
* Ensure invoices and claims for payments are issued to local Authority and Social Services departments for the provision of client support.
* Manage effective credit control
* Accurate up to date financial records are maintained using Xero accounts (Sales and Purchase Ledger, cash book and nominal ledger)
* Carry out finance audits of the people we support on or off site as necessary
* Producing and managing weekly payment runs for supplier payments
* Bank reconciliations are carried out in a timely manner
* Trust income is banked and creditors paid
* Petty cash system is accurately maintained and recorded
* Ensure account information reports are available on request
* Produce month end profit and loss reports and update budgets including investigating and reporting on variances.
* Professional Interaction with external bodies
* Maintain filing systems
* The above is not an exhaustive list of duties and may vary when deemed necessary, in the overall interest of Coquet Trust. The post holder will be expected to undertake other duties as appropriate to the level of the post.

**Personal Qualities:**

To take pride in your work and carry out tasks to a high standard.

The ability to multi-task and work well as part of a team, as well as individually.

Be flexible in your approach to work to ensure you contribute effectively to the overall service.

To represent Coquet Trust in a professional manner and maintain the good reputation of the organisation at all times.

**PERSON SPECIFICATION**

**Finance and Payroll Assistant**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EDUCATION, TRAINING AND QUALIFICATIONS** |  |  | **Application** |
| GCSE or equivalent in English and Maths |  |  |  |
| AAT qualification or working towards |  |  |  |
| **EXPERIENCE** |  |  | **Application/ Interview** |
| Experience of working in an accounts and payroll environment |  |  |  |
| Use of computerised accounts/payroll package |  |  |  |
| Experience of using Xero accounts and Sage Line 50 payroll |  |  |  |
| **SKILLS AND KNOWLEDGE** |  |  | **Application/ Interview** |
| Knowledge of HMRC, statutory payments and pensions |  |  |  |
| Excellent communications skills both verbal and written |  |  |  |
| Excellent organisation skills and working to deadlines |  |  |  |
| To maintain confidentiality in all aspects of your work |  |  |  |
| Good attention to detail  |  |  |  |
| Ability to work independently and as part of a team  |  |  |  |
| Knowledge of GDPR |  |  |  |