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**Job Description**

**Payroll & Finance Assistant (part time)**

**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:**

This role is responsible for the accurate and timely processing of the monthly payroll and all associated tasks as well as supporting with general finance tasks such as purchase invoices and petty cash etc. This role will support Coquet Trust to successfully implement and achieve its organisational objectives.

**Responsibilities:**

* Ensure the large volumes of information including, staff hours, expenses, holidays, salaries and other payments are collated and processed in time for monthly payroll input using Sage Line 50 payroll.
* Calculate statutory payments as required SMP, SSP etc.
* Identify potential errors and work closely with colleagues to resolve them
* 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.
* Journal entry of payroll data to accounting software
* Assist with other finance tasks as and when required. These could include but are not limited to;
	+ Input of sales and purchase invoices
	+ Input of bank receipt data
	+ Petty cash transactions
	+ Receive and answer invoicing queries
	+ Carry out finance audits of the people we support on or off site as necessary
* Ensure professional interactions 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**

**Payroll and Finance 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 payroll and working in a busy payroll environment |  |  |  |
| Use of computerised payroll/accounts package |  |  |  |
| Experience of using Sage Line 50 payroll |  |  |  |
| Experience of using Xero accounts or other computerised accounts package |  |  |  |
| **SKILLS AND KNOWLEDGE** |  |  | **Application/ Interview** |
| Knowledge of HMRC, statutory payments and pensions |  |  |  |
| Knowledge of the calculation of statutory payments |  |  |  |
| 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 and data entry skills |  |  |  |
| Excellent numerical skills  |  |  |  |
| Excellent problems solving skills |  |  |  |
| Ability to work independently and as part of a team  |  |  |  |
| Knowledge of GDPR |  |  |  |