

JOB DESCRIPTION

JOB TITLE:	Payroll & Accounts Assistant
LOCATION:	Newlon House, 4 Daneland Walk, Hale Village, N17 9FE
SALARY:	£30,415 Plus eligibility for up to 5% performance related pay
REPORTING TO:	Payroll & Expenses Manager

A. MAIN OBJECTIVES

To provide support to the Payroll & Expenses Manager. To Process and Reconcile Petty Cash and Credit Cards. To provide cover to all teams within Finance where required

B. SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1	Provide support and cover to Payroll and Expenses Manager	<ul style="list-style-type: none">• Process Payroll where required• Cover the processes of Payroll from start to finish in the absence of the Payroll & Expenses Manager• Ensure payroll timetable is adhered to• Process Ad-Hoc/emergency payroll payments where requested• Distribute Payroll Cost reports monthly
2	Payroll Confidentiality	<ul style="list-style-type: none">• Ensure all Payroll Information is treated confidentially and all filing is kept up to date and is compliant with statutory requirements regarding confidentiality and personal data
3	Provide support on processing Pension Data for the Group	<ul style="list-style-type: none">• Support Payroll & Expenses Manager in processing and maintaining pension records for the Group
4	Process Credit Card and Petty Cash Returns	<ul style="list-style-type: none">• Process all petty cash and credit card returns in line with the accounting deadlines

Key Tasks and Responsibilities		Performance Standards and Outcomes
		<ul style="list-style-type: none"> • Check all receipts supporting Card and Cash transactions and ensure they are complete and for business purposes • Maintain filing of all supporting documents • Ensure all Petty Cash and Credit Card returns are submitted within the deadlines. If not, chase outstanding information and report on any late returns • Post all Petty Cash and Credit Card Journals monthly within the deadline set by the trust • Liaise with petty cashiers and staff members regarding Petty Cash and Credit Card queries • Download and distribute all Credit Card statements for the group • Keep an up to date master list of all credit cards, authorised users and limits
5	Reconciliation of Credit Cards and Petty Cash	<ul style="list-style-type: none"> • Reconcile the petty cash and credit card control accounts monthly • Investigate and correct any differences found when reconciling
6	Petty Cash Compliance Visits	<ul style="list-style-type: none"> • Complete petty cash compliance visits where required or requested
7	Assist Teams within Finance	<ul style="list-style-type: none"> • Tasks can include processing of supplier invoices and other purchase ledger processes. Assisting Sales Ledger, Credit Control, Rents Team and Management Accounts when required.
8	Year-end Audit Tasks	<ul style="list-style-type: none"> • Assist in the preparation of information, reconciliations and schedules for Year End Audit.
9	To participate in the Finance Team activities	<ul style="list-style-type: none"> • Participate in an active, constructive manner in team meetings and other events.

Key Tasks and Responsibilities		Performance Standards and Outcomes
		<ul style="list-style-type: none"> • Ensure own behavior and approach to diversity and equal opportunities is in line with Newlons brand.
10	To contribute to maintaining an effective work-place	<ul style="list-style-type: none"> • All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to. • Newlon Gold objectives of reliability, consistency and speed built into all activities. • Newlon Gold behaviors of working together, solving problems, taking ownership and customer focus built into all activities.

No job description can cover every issue which may arise within the post and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.