

Role Profile

Finance and Payroll Assistant

Role Purpose

- To assist the Finance Manager in liaising with budget holders and other staff on financial matters.
- Contribute to the efficient use of finances ensuring that expenditure is in line with budget management policies and agreed budgets.
- To assist in ensuring the correct salary payments are made monthly by maintaining payroll input records.
- Assist in ensuring that the services meet customer requirements and delivered in line with defined professional relevant standards.
- To assist in creating and reinforcing a strong customer focused, responsive, flexible “can do” culture.
- Maintain positive relationships with a range of operational stakeholders to assist the delivery of a seamless and integrated services and upholding the reputation of the company and Oldham Council as the sole owner of the business.

Key Relationships

Line Manager:	Finance Team Leader
Direct Reports:	None

Main Accountabilities and Responsibilities

- Contribute to the operational processes to deliver services within Finance.
- Work closely with the Finance Team Leader and members of the Finance team to refine and implement new ways of working to assist business growth and development.
- Assist the development and implementation of annual service plans by processing financial data to ensure achievement of accurate budget information.
- Contribute to the development of new or updating of, organisational and practice policies and procedures.
- Assist the reporting of the delivery of spending plans and service level activities which enable services to remain accountable to the Service Manager for the expenditure of allocated service budgets.
- Liaise with Payroll provider to ensure all queries are efficiently resolved.
- Oversee the input of employee information to Payroll to ensure that accurate payments to employees are made.
- Work with the Finance Team Leader to produce management and employee reports from the Payroll and HR system.
- Carry out monthly updates to the Ledger to ensure accurate reporting of income and expenditure.
- Carry out monthly reconciliations as required to verify accuracy of financial records.
- Assist with the financial year-end process to ensure the correct reporting of income and expenditure.
- To fulfil any other duties commensurate with the role and grade.

	Selection criteria (Essential)	Selection criteria (Desirable)	Assessment Method (Application Form / Interview / Test)
Education and Qualifications		Working towards NVQ4 finance qualification.	AF / I
Experience	<p>Experience of using computer packages for spreadsheets, databases and financial ledgers.</p> <p>Extensive experience of maintaining financial records and reconciliations.</p> <p>Experience of operating payroll applications.</p> <p>Completion of payroll reconciliations and production of management employee information.</p>	Experience of using Windows Operating System and Microsoft Office Programs.	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Skills and Abilities	<p>Organisational skills to be able to prioritise own work deadlines.</p> <p>Problem solving skills to identify and find resolutions to queries.</p> <p>Analytical skills to collate and investigate financial data.</p> <p>Able to concentrate for long periods on financial tasks while maintaining accuracy and attention to detail.</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Understanding of payroll calculations, employee deductions and payments.</p> <p>Understanding of income and expenditure recording and budget reporting.</p>		<p>AF / I</p> <p>AF / I</p>
Work Circumstances	<p>Willing to work towards a relevant finance NVQ.</p> <p>Able to work flexibly to meet the needs of the service.</p>		<p>Interview</p> <p>Interview</p>