

Job Description

Job Title

Senior Finance Assistant and Payroll Administrator

Accountable to

Group Director of Resources

Grade/Salary

£29,209 (Full time equivalent)

Responsible for

Finance Volunteers

Job Purpose and Role

The Senior Finance Assistant and Payroll Administrator will provide financial administrative support for the Finance Team, and the payroll function for the organisation, allowing appropriate information to be provided to stakeholders at all times.

You will support the implementation of our Finance strategy and have empathy for the work of Teesside Hospice.

You will assist in providing a communication link between the Finance Department and other departments who rely on robust support.

You will work closely with the Financial Controller to ensure the effective day to day operation of your duties, thus allowing The Financial Controller to prepare timely, complete and accurate management accounts. A large element of the role involves taking the lead on the purchase ledger system. The role also involves other aspects such as daily logging of donations, weekly reconciliation of lottery membership records, bank reconciliations, submitting Gift Aid claims and more outlined in the duties section.

You will lead in preparing, running and finalising the payroll for companies in the Teesside Hospice group. You will be the payroll link between the Finance Department and other departments who rely on our support. You will work closely with the Financial Controller and Group Director of Resources to ensure the effective day to day operation of the payroll, thus allowing for accuracy of payments to staff alongside meeting all of the necessary regulatory requirements i.e. apprenticeship levy, SMP, auto enrolment.

You will be highly organised and able to work to deadlines, working independently as well as collaborating as part of a team. An enjoyment and appreciation for attention to detail is essential.

We endeavour to exceed customer / donor expectations by delivering high quality of customer service and adhere to all policies and procedures.

As part of our committed Team environment, the working atmosphere is friendly and supportive.

Main Duties

Finance Assistant Duties

- Working under the direction of the Group Director of Resources and Financial Controller, undertaking all financial duties as required.
- Always maintaining confidentiality and complying with the Teesside Hospice policy on Information Governance, thus ensuring security in the management and use of information.
- The processing of mail into the department including logging of daily gifts.
- Dealing with various financial queries from staff, volunteers and supporters.
- Maintaining and developing beneficial working relationships with other departments to further the organisations objectives.
- Training, supervising and giving guidance to volunteers responsible for daily banking and invoice entry and conducting these tasks in their absence.
- Inputting financial data into the Xero Accounts programme ensuring accurate information is held at all times.
- Inputting supporter information and gifts onto Raisers Edge ensuring accurate information is held at all times, including maintaining records of online donor giving and liaising with the Fundraising Team as required.
- Recording BBMS card payments in Xero.
- Issuing petty cash to claimants, ensuring supporting documentation is received.
- Working in accordance with Teesside Hospice financial procedures. Being aware of financial control procedures and confirming that they are being operated properly throughout the organisation. Reporting any identified weaknesses in financial control to the Financial Controller and Group Director of Resources and taking a pro-active approach to action required to mitigate risk.
- Ensuring purchase invoices are processed accurately on Approval Max (Purchase order and Invoice Entry System) by a volunteer, preparing supplier payments and sending corresponding remittances.
- Monthly review of creditors list, chasing and processing missing invoices and allocating unmatched payments.
- Reviewing and reconciling supplier statements to Xero, chasing any invoices not on the system and solving any queries.
- Processing Lymphoedema hosiery invoices in ApprovalMax, accurately matching them to purchase orders and recording orders invoiced in the Lymphoedema Hosiery spreadsheet.
- Preparing and submitting accurate Gift Aid claims in respect of regular giving donations, Gift Aid on Small Donations Scheme and other donations recorded in Raisers Edge.
- Preparing and submitting accurate Retail Gift Aid claims, ensuring all donors are eligible for gift aid.
- Carrying out a weekly reconciliation of lottery membership records.
- Completing monthly lottery reconciliations, reconciling Xero to the draw access reports received from Starvale to calculate the balance of deferred income and accurately record lottery income received in the month.
- Importing the lottery winnings cheques into Xero weekly.

	<ul style="list-style-type: none"> • Carrying out lottery bank reconciliations for the lottery general, standing order and winnings accounts weekly, ensuring the bank balances are accurate and to identify areas of weak control. Reviewing unreconciled transaction reports each week ensuring that the Cash Handling policy is being adhered to. • Carrying out bank reconciliations for the charity bank accounts, ensuring bank balances are accurate and to identify areas of weak control. Reviewing unreconciled transaction reports each week ensuring that the Cash Handling policy is being adhered to. • Calculating and preparing monthly catering recharges for IPU meals, resulting in an invoice from the trading organisation to the charity which is then recorded in Xero. • Preparing Corporate Supporter invoices from information given by the fundraising team, keeping a record of invoices raised and notifying the fundraising team of any invoices outstanding to be chased for payment.
Payroll Duties	<ul style="list-style-type: none"> • Amalgamating timesheets and expense claims and ensuring all documentation is received and that claims are authorised and all policies and procedures are being adhered to. • Reviewing employee timesheets and totalling enhancements, overtime, on-call and bank hours for the month, ensuring the hours/enhancements claimed adhere to our policies. • Reviewing attendance records and timesheets to ensure documentation is present and that absence is accurately recorded, and paid, including any service related sickness deductions and calculation of holiday pay. • Escalation of issues as appropriate in order to resolve queries and highlight any departures from sound practice in order to maintain best practice and sound audit trails. • Recording all payroll data in the Staffology Payroll software ensuring accurate and suitable information is available at all times. Understanding how the software should operate in order to identify any failures in the system. • Overseeing the production of two monthly payrolls, ensuring that all pay elements are complete and accurate. • Compliance with legislation such as auto enrolment, pensions, SSP, SMP, RTI submissions etc. • Inputting payroll data into the Xero Accounts software ensuring accurate and suitable information is available at all times. • Completing accurate pension submissions for both companies, within the required timeframe. • Communicating with staff to meet the requirements of auto enrolment. • Completing annual returns to NHS pensions and assist in dealing with NHS pension joiners and leavers • Ensuring all payroll related payments are made to beneficiaries (staff, HMRC, AofEs etc) by the relevant deadline, sending remittances as required. • Assisting with treasury management to ensure sufficient funds are available in instant access accounts to cover payroll related payments. • The completion of monthly payroll including reporting on bank staff and overtime usage, preparing intercompany invoices. • Updating own knowledge of employment law in order to confirm the Hospice is meeting all of its legal obligations i.e. holiday pay.

Delivering to our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
 - Seeking opportunities to learn from a wide range of sources
 - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.
- Fulfil obligations in relation to safeguarding, namely: recognising possible abuse, including knowing what abuse is, what to look out for, and how to be vigilant at all times. Respond quickly and appropriately to possible concerns. Sometimes a concern is obvious, sometimes it is not. Report my concerns to the appropriate person to ensure that me and my organisation does everything possible to keep our patients and people safe and supported and record my observations and concerns, including the actions I and others have (or haven't) taken.

Person Specification

Attribute	Detail	Essential or Desirable
Knowledge & Experience	A good working knowledge of Microsoft packages such as Excel and Outlook	E
	Ability to work with Accounts and Payroll packages with ease and confidence	E
	Evidence of promoting robust accounting procedures and financial control	E
	A clear understanding of payroll including auto enrolment, pensions, RTI, SSP, SMP etc	E
	Knowledge of employment law legislation	E
	Experience of overseeing payrolls from start to finish for similar sized organisations	E
	Be able to demonstrate experience in a professional environment / similar role	E
	A good working knowledge of Xero systems	D
	Experience working with journals and general ledgers	D
	Experience of data input and maintaining a database	D
	Working with volunteers and providing supervision and support	D
	Knowledge and understanding of Gift Aid	D
	Knowledge of NHS Pension Schemes	D
Education & Qualifications	Good standard of education/literacy/numeracy	E
	A recognised qualification in a payroll/accountancy discipline	E
	Member of a professional payroll body	D
Key Skills / Personal Attributes	To be well organised and pro-active	E
	The ability to manage time successfully, multi-tasking and prioritising whilst working to tight deadlines	E
	Excellent communication/interpersonal skills both written and verbal	E
	Ability to stay focused with strong attention to detail and accuracy	E
Other	To have a flexible attitude to work	E
	An understanding of, and empathy for, the work of Teesside Hospice	E
	Demonstrate confidentiality, understanding and sympathy	E
	To be self-motivated and committed to continuous professional and personal development	E

The duties outlined within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed

Date

Print name