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| **Job Title** | Finance & Payroll Administrator |
| **Core Purpose of Role** | Aspire Housing & Personal Development Services is committed to the ongoing development of the people we work with and the staff teams who work with them. The Finance & Payroll Administrator will work within the Support Hub and will at all times focus on high quality, accurate and timely administration of the monthly payroll, daily finance duties and reporting. The post holder will provide support to the Finance Manager, HR Manager and wider Support Hub team, in a pro-active and responsive manner.  |
| **Organisational Position** | Finance ManagerFinance & Payroll Administrator |
| **Key Outcomes** |
| **1.** | Process end to end monthly payroll for sessional and contract staff and its associated duties, including the processing of sickness absence (SSP, SMP, SPP, CSP), annual leave, exceptions, payroll journals and monthly BACS payments. |
| **2.** | Analyse and process expense claims. |
| **3.** | Distribute salary slips and deal with payroll queries. |
| **4.** | Process all new start and leaver administration, including P45's, HMRC 's new starter checklists,P11D's, P6's and P35's |
| **5.** | Process all payroll year end duties while assisting in general year-end administration to support the Finance Manager. |
| **6.** | Take responsibility for all RTI processing. |
| **7.** | Deliver PAYE Reports and HMRC reconciliation. |
| **8.** | Administer the pension system. |
| **9.** | Process purchase ledger administration, including payment of invoices and reconciliation of payments received. |
| **10.** | Analyse accounts and provide bank reconciliations. |
| **11.** | Provide support to the Finance Manager, HR Manager and wider Support Hub staff team by delivering reporting requirements and general finance administration as and when required. |
| **12.** | Any other relevant ad-hoc duties as required. |
| **Accountability** |
| **1.** | Work within and adhere to Aspires Policies and Procedures |
| **2.** | Attend Support & Development, supervision sessions and Annual Appraisal |
| **3.** | Attend Team Meetings as and when required |
| **4.** | Ensure that all administrative records comply with Aspires guidelines and procedures  |
| **5.** | Communicate with line management and team members |
| **6.** | Maintain confidentiality at all times |
| **7.** | Take responsibility for own personal development and learning |
| **8.** | Follow Health and Safety protocols to ensure the safety of yourself, colleagues and individuals with who you work |
|  | **Aspire Core Values** |
|  | Demonstrate a commitment to Aspire Core Values | Each person has the right to receive **respect** for, and **consideration** of, their own **individual** qualities and **diverse** backgrounds – **social, cultural, ethnic and religious.** |
|  | Each individual shares the same universal needs for **somewhere to live**, to have **meaningful relationships** and **purposeful activities**. |
|  | We are committed to **working in partnership alongside individuals**, assisting them to maintain any existing positive and supportive relationships with family and friends and increase opportunities for establishing new ones. |
|  | Each individual has **the right to lead a full, socially valued and inter-dependent life** within his or her community. This includes the right to **employment opportunities.** |
|  | We believe in **encouraging individuals** to gain **confidence, self-respect and practical skills** in maintaining **a healthy and safe** lifestyle to enable them to take as much control over their lives as possible, including **real decision-making powers** in shaping the services provided in respect of them. |
|  | We recognise the importance of providing **flexible support services** which evolve in accordance with the **changing needs and aspirations of individuals.** |

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|  **Core Competencies of the Role** |
| **Outcome Focussed** *Maximises personal contribution to the outcomes of the services and the people that we support* |  | **Building Relationships** *Works and acts effectively to build great relationships for the services and individuals we support* |
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| **Communication***Maximises Opportunities for effective and accurate* *communication and demonstrates excellence* *in communication.* | **Personal Integrity***Matches words with Actions to build trust and respect with all.* |
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| **Drive***Strives to achieve results through determination, quality and commitment. Keeping things going when things are difficult.* | **Developing Self & Others***Contributes to an environment in which self and others are motivated and inspired to learn, develop and share knowledge* |

This job description is not exhaustive and I understand that from time to time I may be required to undertake additional duties as reasonably requested by my manager. I understand and agree to work to the terms as indicated on this job description.

Name (Print)…………………………………………... Signature……………………………………………. Date……………..……….…………

Please return a signed copy of this job description to the HR section for your personal file.

**Person Specification**

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| **Qualities** |
| **Essential** | Tenacious and hardworking  |
|  | Enthusiastic to learn and undertake new challenges |
|  | Ability to work on own initiative |
|  | Organised and methodical  |
|  | To be creative and positively focused on solutions rather than problems |
|  | To be highly flexible, in order to respond to the demands of each individual service at the times and places required. |
|  | Attentive paying good attention to detail |
|  | Willingness to develop self and others. |
|  | A common sense, down to earth approach. |
| **Education / Qualifications** |
| **Essential** | Maths and English Qualifications at a minimum of Standard Grade Level |
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| **Desirable** | SVQ Level 2 or 3 in Administration or related subject |
| **Experience / Skills / Knowledge** |
| **Essential** | End to end SAGE payroll experience |
|  | Understanding and knowledge of Tax, N.I and statutory payments (SSP, SMP etc) |
|  | Ability to work to tight deadlines |
|  | Excellent communication skills (Written and Oral) |
|  | Excellent attention to detail |
|  | Excellent organisational skills |
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| **Desirable**  | Auto enrolment or Pension experience |
|  | An ability to problem solve |
|  | Excellent computer skills particularly in using Microsoft Packages |

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| Other desirable Requirements | A full UK driving licence and access to a vehicle would be advantageous. |