

Job Description

Section 1 – Description

Job Title: Payroll and Accounts Assistant – Permanent

Location: RCPE, Edinburgh

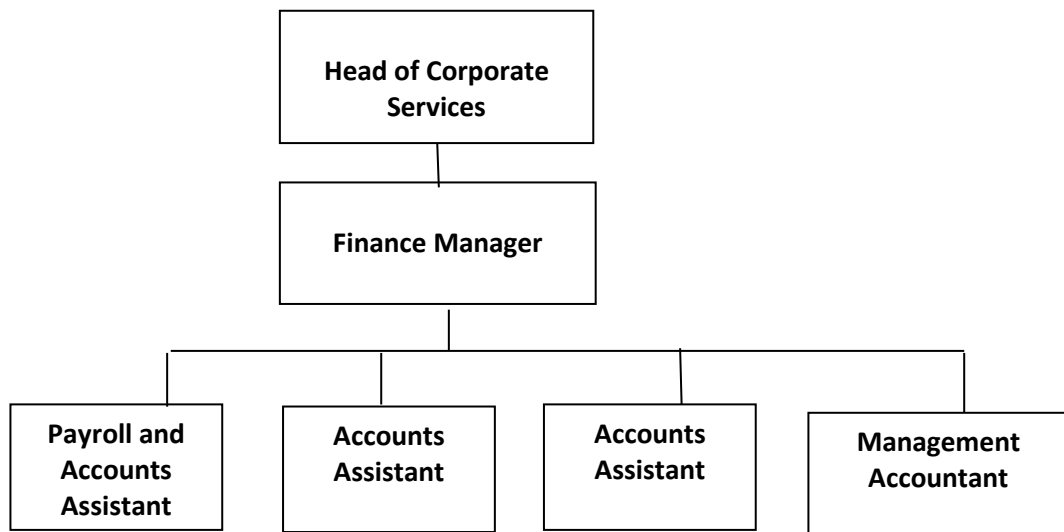
Reports to: Finance Manager

Date: June 2021

Section 2 – Job Purpose

To support the Finance Manager in delivering accurate and timely management information to the Senior Management Team (SMT), the College Treasurer, CEO and other relevant stakeholders. The postholder must ensure that core accounting tasks assigned to them are completed to a high standard and provide monthly payroll information to the external payroll provider to ensure payroll services can be delivered to the College.

Section 3 – Organisation Chart



Section 4 – Dimensions

- Processing of general fund banking information for approximately 30-50 transactions per day and reconciliation of 4 bank accounts on a monthly basis.
- Payroll administration for approximately 70 members of staff and 10-15 exam casuels per month.
- Processing of Trust and Funds income, expenditure and fund administration costs with a total fund value of £12.5m.
- Processing and invoicing for approximately 3 tenants per quarter.

Section 5 - Main Responsibilities and Role

1. To update and maintain the general fund banking information on a weekly basis.
 - Process all BACS transactions through the general fund banking.
 - Reconcile all the direct debit payments through the banking and obtain correct authorisation.
 - Reconcile all monthly credit card transactions and obtain correct authorisation.
 - Ensure cashbook transactions are updated.
2. To provide assistance with the payroll administration and any other relevant areas.
 - Collect payroll data required for monthly payroll process from all managers across the College and submit to the external payroll processor in a timely and accurate manner.
 - Process any salary adjustments for cost of living rises and any other ad hoc salary related adjustments required such as enhanced holiday pay.
 - Post monthly payroll journals to relevant finance system.
 - Assess on a regular basis for any age related exposures or sickness cover issues and report to line managers.
 - Assessment of sickness cover and report to managers when levels exceed.
 - Assist with review of staff data for annual life assurance and group income protection policies.
 - Provide annual salary reconciliation to support the financial statement audit and statutory accounts production.
3. Process all transactions related to the Trust and Fund accounts monthly, including bank transfers, and reconcile all relevant control accounts. Assist with the finalisation of the Trust and Funds to support the financial statement audit and statutory accounts production.
4. Provide assistance in gathering information and performing monthly control checks to assist in Finance Manager month end review and maintain Sage Finance accounting systems and update postings to ledgers, close period ends.
5. Ensure utilities invoicing is tracked and recorded on a monthly basis and all queries investigated.
6. Completion of the quarterly VAT return and reconciliation and submission to HMRC through relevant finance system in a timely manner including the internal processing of the irrecoverable VAT.
7. Processes and maintain tenants invoicing quarterly and assist with any rent review correspondence.
8. Provide assistance to the Finance Manager in the preparation of the Senior Fellow Year end Accounts and booking keeping for other societies.
9. To provide other adhoc support/cover to the finance team and College as requested by the Finance Manager.

Section 6 – Planning and Organising

The post-holder will need to be able to:

- Plan and organise workload effectively around multiple deadlines.
- Ensure a high standard of accuracy and attention to detail.
- Communicate effectively with stakeholders across the College.

Section 7 – Decision Making

- Responsible for day to day organisation of workload and determining own priorities.

Section 8 – Internal and External Relationships

Internal

- The post will report directly to the Finance Manager, who, in turn, reports directly to the Head of Corporate Services.
- The post-holder will work closely with all line managers across the College each month when gathering payroll information.
- The post-holder will work closely with HR on any payroll related information.

Other important relationships will include:

- Other RCPE staff

External

The post-holder will be likely to build and develop relationships with the following (this is not an exclusive list):

- External payroll provider
- Bank of Scotland on College banking issues
- HMRC on tax and national insurance issues, where required
- RCPE tenants

Section 9 – Person Specification: Knowledge, Experience, Skills and Style Required

Essential:

- Excellent IT skills including use of the standard office applications (Word, Excel, Power Point, email/internet).
- Numerate with some direct experience of working in an accounting office or environment.
- Ability to communicate clearly with all members of staff and externally both verbally and in writing.
- Good organisational and time management skills.
- The post holder must be a positive advocate for the College as a professional association and be able to promote the services offered to Members and Fellows.

Desirable:

- Requirement for a vocational qualification, preferably or equivalent experience. (e.g. AAT)
- Good knowledge of SAGE accounting systems, preferably.

Section 10 – Job Context and Special Features

No specifics to note.