

Job Description

Post:	Payroll and Cash & Banking Administrator
Salary	Starting at Band 7 Point 24 (£19,773) with annual increments
Responsible to:	Finance Manager

Key Purpose:

1	Liaison with payroll bureau to ensure that staff and related external agencies are paid correctly and on time, ensuring the College has the appropriate processes in place
2	Ensure accurate reporting to external agencies and staff.
3	Advise staff on payroll and pay related issues.
4	To assist with posting and reconciling College bank accounts including the investigation of discrepancies.
5	To aid with the recording and collection of all College income, ensuring secure storage of all cash items.
6	To assist with the issue, reconciliation and audit of petty cash claims and cash advances.
7	Responsibility for maintenance, recording, reimbursement and reconciliation of floats and disseminating training
8	Responsible for usage of PDQ machines and maintenance of PCI DSS compliance

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

1	Work with the college's payroll provider to meet strict deadlines for monthly payments to staff and other external agencies. Maintain, input and validate the monthly pay runs efficiently and accurately, including variable data such as overtime, mileage and expenses.
2	Work with the college's payroll provider to meet strict deadlines for the production of accurate and timely Year-End reporting e.g. to Inland Revenue, Local Government Pension, Teachers Pension etc.
3	Checking and posting cash and credit card batches created throughout the college via Open Accounts finance software in an accurate and timely manner.
4	Banking cheques received through the post and recording the cheques in Open Accounts.
5	Assist with maintaining the central petty cash float, including the reimbursement of other floats throughout the College as required and at month end.
6	Assist with reconciling the college bank accounts on a regular basis ensuring the month end position is accurately reported
7	Acting as point of contact for payroll and pension queries, including historic queries on pensionable service.
8	Responsible for maintaining, archiving and destroying confidential data in accordance with the General Data Protection Regulations and College policy
9	Design and update payroll processes and reports with Finance, Human Resources and the payroll provider as and when required.
10	Raising journals at month end to record transactions so expenditure is posted to the appropriate budget codes.
11	Ensuring that financial procedures are adhered to with particular regard to authorisation and payment of expenses and petty cash claims.
12	Be the primary contact for the day to day payroll administration function, and deal with ad-hoc queries from staff and external agencies
13	Opening and distributing post (rota system).
14	Support other members of the Finance Team as required (holiday/sickness cover).
15	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

PERSON SPECIFICATION - Payroll and Cash & Banking Administrator

Qualification	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
	1. Literacy Level 2 2. Numeracy Level 2 3. IT Level 2	Certificate Certificate Certificate	a. Payroll or accounting qualification	Certificate
Professional Development	4. Evidence of ongoing professional development	Application		
Experience	5. Experience of working in a busy office environment 6. Experience of working in payroll. 7. Experience of year end processing for tax and payroll	Application/ Interview	b. Experience of pensions c. Experience of working with a payroll provider	Application/ Interview
Knowledge	8. Good Numeracy Skills 9. Good working knowledge of spreadsheets 10. Good written and verbal communication skills 11. Knowledge of payroll processing. 12. Strong attention to detail	Application/ Interview	d) Knowledge of open accounts software	Application/ Interview
Skills/ Qualities	13. Ability to work on own initiative 14. Good organisational skills 15. Good interpersonal skills with the ability to build good relations with students, staff and external agencies.	Application/ Interview		

	16. Ability to keep calm in difficult situations 17. Ability to work effectively 18. Flexible approach to work			
Other	19. Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults 20. Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance 21. DBS Check acceptable to college will be undertaken for successful applicant			