



JOB DESCRIPTION

Finance and Payroll Coordinator

Post Title:	Finance and Payroll Coordinator	Pay Scale:	£11,429 per annum increasing to £11,616 after successful completion of probationary period AUNN Band AB rising to CD
Department:	Core Services (Finance)	Hours of Work:	18 hours per week
Responsible to:	Senior Operational Manager (Finance)	Tenure:	Permanent
Based:	Home based with occasional work in one of the offices	Date of issue:	January 2025

Our charity shares a common goal, no matter what job role we carry out: that older people can find the help and support they need to enjoy their later life as much as possible.

PURPOSE OF THE DEPARTMENT/SERVICE

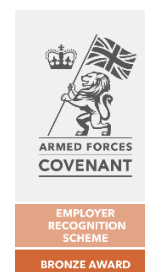
The aim of the Core Services is to support the departments of the Charity enabling them to enhance the quality of life and promote the wellbeing of older people through the provision of Finance, HR, IT & Estates Management services. These Core services are also provided to the Charities Subsidiary AUBD Ltd as well as to Advantage Mobility C.I.C.

The functions of the Payroll section comprise of several elements:

1. Payroll
2. Pension Administration

PURPOSE OF THE POST

- To assist with payroll processing to ensure employees are paid on time each month by using ADP for the Charity and Payroo for Advantage, calculating salary related payments such as bonuses / commissions, pay increases. Checking the payments to be made before authorization and ensuring payment to ADP Payroll Solutions or the employees of Advantage. Providing cover when required.



- To assist the Operational Manager (OM) to prepare the General Ledger report
- In conjunction with the HR department set up new starters and change of contracts within the ADP system
- To assist the OM to ensure pension legislation is complied with. To include correspondence to staff, pension schemes and The Pension Regulator and making payments of contributions
- To provide cover for the OM to cover all aspects of payroll processing during their absence
- To support the Finance Team & provide cover for absences or heavy workload
- To assist with the financial records of the organization and associated companies
- To assist with making payments to suppliers and staff
- To assist with recording income
- To assist with email queries

KEY DUTIES & RESPONSIBILITIES

The post holder is expected to demonstrate an acceptable level of competence in their role for each of the key duties and responsibilities listed below. Competence means demonstrating the required skills, abilities, attitude and behaviours in your work role.

Communication and Customer Service (C&C)

1. Provide a confidential high level of customer service whether on the phone, by email, letter or in person
2. To deal with payroll queries, completing requests for payroll information and statutory payroll forms
3. To communicate to staff and their managers when sick pay is to be reduced.
4. To communicate with staff regarding their pensions
5. To ensure confidentiality at all times
6. To process the payment of salaries and record keeping related to salaries including staff expenses
7. To assist with the preparation of invoices for payment, make payments to suppliers via BACS or cheque, issuing e-mail remittance advices and logging the date that all invoices are paid & to post cheques and remittance advices when required
8. To take payments made via debit/credit card
9. To assist with the maintaining of financial records for all income and expenditure, inputting onto Sage computer accounts package
10. To complete all finance filing including payroll related items, and assist with the archiving of finance records
11. To answer queries from any Charity/Trading Company member of staff, volunteer or Trustee that are of a financial nature

Planning and Organisation (P&O)

1. Manage, organise and prioritise own workload in response to the service requirements
2. To ensure payroll related payments (including childcare vouchers, pensions, attachments of earnings) are made on time to include calculation in preparation for payment
3. To assist the OM in assessing staff for pension auto-enrolment
4. To check Annual Leave holiday entitlements for the new financial year before the new period starts & to update any changes to entitlement during the year
5. To work with HR to ensure new starter & change of contract details are inputted online

Recording & Monitoring (R&M)

1. To ensure an effective paper and electronic filing system is in operation, archiving on an annual basis. To make full use of electronic filing to minimize the amount of paper records
2. To assist the OM to prepare monthly payroll reports for Managers as well as ad-hoc reports when required
3. To extract and prepare expenditure reports for payments to staff
4. To monitor finance emails, responding as appropriate

Quality (Q)

1. In conjunction with the Finance Team ensure that all financial procedures are followed, taking part in the annual review process and assisting with implementing any changes
2. To ensure payroll information is ready in time for inputting, to include calculating pay increases, holiday pay and payments due for starters & leavers
3. When required to check the online payroll system pre-commit reports making sure that the correct amounts are to be paid to staff before passing for authorisation. Ensuring the funds for the monthly payroll are paid to our payroll solution provider to enable them to pay staff, to ensure payment is made directly to employees of Advantage and HMRC
4. To complete payroll checking if the OM is absent
5. To ensure all enquiries are dealt with in a timely manner

Charity Focus (CF)

1. To attend all staff meetings and the annual staff conference and other meetings as requested in order to keep up to date with information within the Charity
2. To keep up to date with Charity matters by reading all staff emails, the internal newsletter, and Viva Engage, the Charity's communication platform
3. To keep up to date with external financial matters affecting the Charity especially relating to payroll and pensions

4. Share fundraising and service development ideas, supporting the charity in its fundraising activities. Positively promote the work of the charity at events and through networks

Team Work (TW)

1. To pick up the work of the Finance Team as and when required but particularly during their absence
2. To attend Core Services & Finance Team meetings
3. In conjunction with the OM ensure that all payroll tasks are completed in an accurate & timely manner
4. To work with the HR department to ensure all new starter and contract changes are set up on the payroll system on time

Specialist Knowledge (SK)

1. Accounting and / or payroll experience required
2. Fully IT literate and experience of using computerized accounting and / or payroll systems
3. To fully understand the financial procedures ensuring that these are followed
4. To understand all finance systems to enable the running of the Finance office with minimal direction

Please note that all posts within the charity carry this level of expectation.

Charity Responsibilities - Standard Clauses

Your Needs

- You will keep under review your own developmental needs, keep yourself informed of current issues and be alert to the Age UK Notts training programmes and policies and attend all supervision meetings advised by your line manager. It is your responsibility along with your line manager to identify training and development needs and to inform your line manager of these (C&C, P&O).

Equality, Diversity and Inclusion

- You will uphold the Age UK Notts Equality, Diversity & Inclusion policies and practices thereby promoting fair and quality services to all. If Age UK Notts deem you have breached any of these policies this may be dealt with under the disciplinary procedure. All policies can be viewed on the Oracle - please ensure you refer to the Equality, Diversity & Inclusion Policy and the Bullying and Harassment Policy (Q, CF).

Health and Safety

- You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and actively encourage, promote and reinforce all Health and Safety procedures in accordance with the guidelines laid down in the Age UK Notts Health and Safety Manual (Q).
- You will exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by Age UK Notts or provided by a third party for individual or collective use in the performance of your duties (Q, C&C).

Safeguarding

- You will raise any concerns regarding safeguarding and report all allegations of abuse in line with the Age UK Notts Safeguarding policy (Q, CF, C&C).

Customer Care

- You will promote and deliver services in a way which is sensitive and responsive to those receiving such services and be aware of and implement the Age UK Notts customer care policies and service level agreement requirements (if applicable) (C&C, Q, CF).

Professional Integrity

- You will maintain at all times the professional integrity of the Charity and represent its main interests in any dealings with other bodies, groups and individuals (CF, Q).

Quality Assurance

- You will uphold and proactively contribute to the Age UK Charity Quality Standard (Q, CF).

Other

- Participate in, and promote fundraising & income generation (CF, C&C).
- Promote all Age UK Notts services and trading products (CF).
- You will attend staff meetings, the annual staff conference and other meetings as requested in order to keep up to date with information within the Charity (CF, C&C, Q).
- You will provide for your line manager regular timesheets, and any other reports or information as required (C&C).
- You will carry out any other specified tasks that may be reasonably required by the relevant Manager, with the proviso that any changes of a permanent nature will be included in the job description (TW).

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

I confirm that I have discussed the content of this Job Description with my line manager and that I understand its content.

Name of Employee:	
Signature of Employee:	Date:
Name of Supervisor:	
Signature of Supervisor:	Date:



Person Specification Finance and Payroll Coordinator

Please indicate on enclosed application form evidence to show why you fulfil each individual point below:

Essential Requirements

1. Accounting and / or payroll experience (SK, Q, R&M)
2. Excellent IT skills including proven use of databases and internet, and Microsoft Word, Excel, and Outlook (C&C, Q, P&O, R&M)
3. Knowledge of current UK payroll legislation (SK, Q, R&M)
4. Excellent organisational skills with ability to work to strict deadlines with a high degree of accuracy (C&C, Q, P&O, R&M)
5. Flexible and able to plan and prioritise own workload to ensure deadlines are met (Q, P&O, TW)
6. High level of competency, accuracy, and attention to detail in both literary and numerical tasks (R&M, Q)
7. Excellent written and verbal communication skills, experience of taking and responding to telephone calls (C&C, Q, P&O, R&M)
8. Knowledge and understanding of Equality and Diversity issues and a commitment to implement the Age UK Notts Equality and Diversity policy. (C&C, Q, TW, CF)

Desirable Requirements

1. Experience of using online payroll solutions (Q, R&M, SK)
2. Experience of processing payroll from start to finish. (Q, R&M, SK)
3. Experience of working in a finance department (SK, TW, R&M)
4. Knowledge of the Charitable/Voluntary sector (C&C, Q, CF)



Summary of Main Conditions of Service Finance / Payroll Co-ordinator

Salary:	£11,429 per annum rising to £11,616 per annum, AUNN Band AB rising to CD (£23,492.04 rising to £23,876.84 FTE)
Start Date:	1 st April 2025
Hours of Work:	18 hours per week Age UK Notts consider a full-time working week to be 37 hours, Monday to Thursday 9.00 a.m. to 5.00 p.m. and 9.00 a.m. to 4.30 p.m. Friday with 30 minutes for lunch (which is unpaid). Age UK Notts operates a scheme of flexible working hours.
Holidays:	24 working days (pro rated for part time hours). Employees are granted 8 Public Holidays. One additional days leave is added to the annual leave entitlement for each year of service up to a maximum of 8 additional days.
Mileage Allowance:	Currently 45p per mile.
Pension:	The Charity will contribute 4% of basic salary into our NEST pension scheme after 3 months service, with an employee minimum contribution of 4% (in line with auto-enrolment rules). However, employees may contribute more than the minimum required employee contribution.
Place of Work:	Home based with occasional work in one of the offices

** As this role is home based you would need to ensure that you have adequate equipment and are setup for homeworking. IT equipment will be provided by the Charity.

N.B. Due to financial constraints, applicants who are not short-listed will not be notified. If you have not received an invitation to attend an interview within three weeks of the closing date you may assume that your application has not been successful.