



JOB DESCRIPTION

Accounts Assistant - Payroll

The Rehab Group is a charity that provides services for over 20,000 adults and children, and champions the value of diversity and inclusion for people with disabilities or disadvantage in their communities throughout Ireland and the UK.

We work with people with disabilities, people on the autism spectrum, people with mental health difficulties, people who are disadvantaged in some way in the labour market, and people who want a fresh start.

Our VISION is of a charity that champions the value of diversity and inclusion for people with a disability or disadvantage, in their communities. Together, we will constantly learn and seek to provide excellent services to foster and enhance social and economic independence.

Our MISSION is helping the people we serve to be more independent; helping them to contribute to and be more included in their communities; empowering them with the skills and confidence to be active in the workforce; and supporting them to be in charge of their health and wellness.

Our VALUES underpin all we do, shape who we are and how we work with one another, in our organisation and in the community:

Advocacy: Challenge exclusion and promote inclusion

Quality: Strive for excellence in all aspects of our work

Dignity: Respect the unique worth of every person (that includes people who access our services, families, employees and volunteers)

Justice: Act with integrity, honesty, commitment and accountability in everything we do to ensure equity, fairness and transparency

Team Work: Foster an environment that encourages change, growth, trust in our organisation and in partnership with others, working together as one Rehab team



JOB DESCRIPTION Accounts Assistant - Payroll

Region/Department: Scotland/Finance	Signature of Job Holder: Date:
Reports To (Title): Payroll Supervisor	Signature of Manager/Supervisor/Head: Approved/Date:
Cost Centre and Job Number: 112/na	Evaluated Grade: Date:

1. JOB PURPOSE

The post holder has responsibility for smooth and accurate payroll processing for weekly, 4 weekly and Monthly payrolls and payroll related payments including Auto Enrolment Pensions, HMRC and Arrestment Payments. Submitting all RTI submissions to HMRC in a timely manner and within deadlines. Preparing journals for all payments/payrolls processed and importing onto Sage Accounts after sign off. Preparing and posting monthly payroll accruals into Sage Accounts.

Working collaboratively with operational colleagues, HR colleagues and Payroll Supervisor, the post holder is expected to demonstrate and disseminate knowledge of current legislative changes that may impact the financial performance of the organisation.

2. **MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE/TRAINING/KNOWLEDGE**

(Indicate the minimum recruitment specification and also the ideal person specification and the preferred minimum qualifications and skills for fully satisfactory job performance and to meet expectations)

Formal Education / Training Include any specialised education and qualifications needed to do the job.	<ul style="list-style-type: none"> • A SCQF level 5 in Mathematics essential • A SCQF level 6 in Mathematics or equivalent is desirable
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<p>Work Experience Clarify the minimum years of total work experience and other relevant work experience required to do the job</p>	<ul style="list-style-type: none"> ▪ A commitment to living the organisational values of Team work, Dignity, Justice, Advocacy and Quality and a commitment to promoting and advocating for the rights of people with a disability/disadvantage. • 3+ Years' Experience in payroll processing using Sage Payroll and Sage Accounts • Demonstrable ability to work to deadlines • Demonstrable ability to work as part of a team • Demonstrable ability to work with support (e.g. HR/ Quality) and Operational colleagues • Demonstrable ability to prepare journal entries and importing journals to Sage Accounts • Evidenced ability to process data accurately under time constraints • Excellent communication and interpersonal skills • Strong organisational skills and the ability to work under pressure • Ability to handle and prioritise multiple tasks and meet all deadlines
<p>Skills and Knowledge Include any specialised skills or knowledge needed for the job.</p>	<ul style="list-style-type: none"> • Clear understanding of current HMRC regulation and reporting requirements and deadlines • Experienced in returns to Group Pension • Ability and demonstrable experience in use of intermediate MS Excel functions (e.g VLookup, Pivot Table, etc) and use and design of Excel cell formula • Ability to manage confidential information and to process information requests relating to personnel data efficiently and appropriately



3. **JOB DUTIES AND RESPONSIBILITIES**

Explain in not more than **eight points** the principal accountabilities that the job must achieve. Each accountability statement should explain what is being done, to what, why it must be done, the targeted performance level and how to achieve it. For example, develop and recommend (WHAT IS DONE) sales and revenue budget (TO WHAT) to meet planned growth (WHY) on annual basis by 1st January (TARGET) by understanding the external environment and internal business direction (HOW).

	Job Area (What is done, and to what, and why)
1.	Processing and payment of weekly, 4 weekly and monthly payrolls, from start to finish, to ensure all employees are paid in accordance both with their contractual terms and conditions and to the published payroll timetable.
2.	Maintaining holiday accrual spreadsheets on a monthly basis and ensuring all absences are recorded accurately on Sage 50 Payroll i.e. Sickness and Maternity etc.
3.	Maintaining payroll spreadsheets on a monthly basis updating all changes made in payrolls processed and submitting to HR department for HR statistic reporting purposes.
4.	On time submission of all pay related information to HMRC, Group Pensions and Arrestment's, including submissions of all RTI reporting, to ensure legislative compliance and the avoidance of penalties.
5.	Ensure transactions processed via the Bank are accurately recorded in Sage 50 Financial software by preparing journal entries (import templates used) and monthly payroll accruals in line with Rehab Group requirements (by the last working Friday each calendar month).
6.	Monthly Reconciliations of Sage 50 Financial payroll related Nominal Ledgers. Identifying and recording reconciliation items and producing to Financial Controller and rectifying any miss posts identified.
7.	Process payment to HMRC and other agencies by the 19 th of the month following payroll to avoid any penalties or interest and to ensure that all such payments reconcile to the SAGE Nominal Ledgers.
8.	Answering all payroll queries via email/telephone, as well as assisting HR colleagues, to ensure all queries are dealt with promptly and efficiently to avoid any distress or inconvenience to employee(s) affected.



4. **COMMUNICATION AND WORKING RELATIONSHIPS**

(Explain the relationships involved with what type of people and what level of communication skills and explain reasons for communications both within and outside the organization with which this job has to interact)

Typical Level of Interaction <i>Select one only</i>	<input checked="" type="checkbox"/> Standard: Typical interaction is to request and provide information. Courtesy, tact and effectiveness are required. <input type="checkbox"/> Advanced: Influence using logic and facts. Communication is important but not critical to the achievement of job objectives. <input type="checkbox"/> Expert: Win the hearts and minds, changing opinion of people. Critical in achieving the job objectives.
Primary Audience (Internal) <i>Identify key parties</i>	All line managers, job coaches and supervisors and HR.
Level of Audience (Internal) <i>Typical level of audience</i>	<input checked="" type="checkbox"/> Clerical / Operational <input type="checkbox"/> Supervisory / Junior Professional <input type="checkbox"/> Middle Management / Seasoned Professional <input type="checkbox"/> Senior / Top Management
Primary Audience (External) <i>Identify key parties</i>	HMRC Pension Regulator ACAS Auditors
Level of Audience (External) <i>Typical level of audience</i>	<input checked="" type="checkbox"/> Clerical / Operational <input type="checkbox"/> Supervisory / Junior Professional <input type="checkbox"/> Middle Management / Seasoned Professional <input type="checkbox"/> Senior / Top Management

5. **KEY DIMENSIONS AND RELATED JOB RESULTS**

(Specify annual dimensions for any financial or budget responsibilities, and the nature and value of any transactions on which the job has an impact or contribution, and the number of employees reporting directly and indirectly to this job, and any other critical relevant dimensions)

- Responsible for accurate processing of weekly, 4 weekly and monthly payrolls
- All key financial and payroll submission dates are scheduled to an annual calendar

6. **OPERATING ENVIRONMENT**

(Comment on any specific factors that affect the job and how the job is performed, such as special conditions, travel, work pressure, etc)

The role requires the job holder to:

- Manage competing work tasks and schedules with acknowledged priority of external compliance
- Manage confidential data within a shared office environment
- Be flexible regarding working hours in relation to specific monthly and annual reporting deadlines



7. KEY COMPETENCIES

(Select the critical competencies and behaviours that should be demonstrated to achieve fully satisfactory performance)

A commitment to living the organisational values of Team work, Dignity, Justice, Advocacy and Quality	
<p>Leadership and Teamwork</p> <p>Level D:</p>	<p>You show respect for colleagues and co-workers.</p> <p>You develop and maintain good working relationships with others, sharing information and knowledge, as appropriate.</p> <p>You offer your own ideas and perspectives.</p> <p>You understand your own role in the team, making every effort to play your part.</p>
<p>Building Relationships and Communication</p> <p>Level D:</p>	<p>You actively listen to others and try to understand their perspectives/requirements/needs.</p> <p>You understand the steps or processes that colleagues must go through and can clearly explain these.</p> <p>You are respectful, courteous and professional, remaining composed, even in challenging circumstances.</p> <p>You can be firm when necessary and communicate with confidence and authority.</p> <p>You communicate clearly and fluently when speaking and in writing.</p>
<p>Judgement and Decision Making</p> <p>Level C:</p>	<p>You effectively deal with a wide range of information sources, investigating all relevant issues.</p> <p>You understand the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.</p> <p>You identify and understand key issues and trends.</p> <p>Correctly extracts and interprets numerical information, conducting accurate numerical calculations.</p> <p>Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence.</p>



<p>Management and Delivery of Results</p> <p>Level D:</p>	<p>You take responsibility for work and see it through to the appropriate next level.</p> <p>You complete work in a timely manner.</p> <p>You adapt quickly to new ways of doing things.</p> <p>You check all work thoroughly to ensure it is complete to a high standard and learn from mistakes.</p> <p>You write with correct grammar and spelling and draw reasonable conclusions from written instructions.</p> <p>You identify and appreciate the urgency and importance of different tasks.</p> <p>You demonstrate initiative and flexibility in ensuring work is delivered.</p> <p>You are self-reliant and use judgement on when to ask manager or colleagues for guidance.</p>
<p>Planning and Organising</p> <p>Level C:</p>	<p>You organise your time to enable you to complete work activities according to legal and organisational requirements and to meet individuals' needs and preferences.</p> <p>You report on any difficulties you have had in completing your work activities within the allotted timescales and according to individuals' needs and preferences.</p> <p>You raise these difficulties with the appropriate person.</p> <p>You balance your own duties and responsibilities with the individual's needs and preferences.</p>
<p>Practice and Professional Development</p> <p>Level D:</p>	<p>You assess how well you carry out your work activities.</p> <p>You identify how your values, belief systems and experiences may affect your work with individuals.</p> <p>You identify any skills, knowledge and support that would help you to carry out your work activities more effectively.</p> <p>With the support of your manager you request any training you may need to gain the new and improved skills and knowledge.</p> <p>You discuss, develop and review, with appropriate people, the usefulness of the new and improved skills and knowledge to your work activities.</p>