

## **Job Description**

<b>Job Title:</b>	Accounts & Payroll Assistant
<b>Report to:</b>	Finance Officer
<b>Location:</b>	South Croydon – Head Office
<b>Hours:</b>	30 per week – flexible, including hybrid working for one day.
<b>Salary:</b>	Circa £20,000 - £22,000, subject to experience

### **Job Purpose**

To assist the Finance Officer with payroll, accounts and general bookkeeping duties including Sales Ledger, Purchase Ledger, Bank Reconciliations and Credit Control. General office duties as required.

### **Key Responsibilities**

1. To support and undertake the input and checking of monthly payroll processes, including using Staff Planner rota system and Sage 50 payroll system.
2. Sales Ledger processing including Invoicing, cash allocation, credit control, and customer maintenance.
3. Purchase Ledger – administering payments and processing of invoices and expenses.
4. Maintain bank accounts and reconciliation of Bank Accounts.
5. Analysis of credit card statements.
6. Design and maintain set up excel spreadsheets.
7. Deputising for Finance Officer when absent.
8. Ad hoc administrative duties as required within your capabilities.

### **General Responsibilities**

1. Assisting the Finance Officer with the day-to-day accounting & bookkeeping processes
2. General administration duties including, answering the telephone, filing, data collection
3. To portray and promote a positive image of Frontier Support Services Ltd to the clients we support and organisations we operate in partnership with.
4. To undertake any reasonable task as designated by the Directors, that your skills and experience would indicate competency to complete such tasks.

### **Personal Development**

1. To be committed to active participation in supervision and annual appraisals.
2. To proactively approach personal objectives to ensure both personal and organisational growth.
3. To help identify and participate in appropriate training and personal development that meets both personal and organisational objectives.
4. To keep abreast of new developments within areas of your responsibility.

### **Statutory and Corporate Compliance**

1. To meet all legal statutory obligations that pertains to the role and as an employee in both respect to yourself and others.
2. To comply with all company policy and procedures.

## Person Specification

**Job Title:** Accounts Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Skills &amp; Experience</b>		
Understanding of Bookkeeping principles	✓	
Experience of computerised Accounts systems	✓	
Understanding of Sage 50 Accounts or similar		✓
Knowledge of Sage 50 Payroll	✓	
Knowledge of Timesheet/ Rota software	✓	
Demonstration of Learning Disability Awareness		✓
Working with and/or within a Local Authority framework		✓
General office / Accounts experience	✓	
Customer interface experience		✓
<b>Qualifications &amp; Knowledge</b>		
A-levels or equivalent Accounts/Bookkeeping qualification	✓	
Graduate/ Degree		✓
Accounts/ Bookkeeping qualification	✓	
Full UK Driving Licence		✓
Strong knowledge of Microsoft Excel, Word, Outlook software	✓	
Sage accounting software certificate		✓
<b>General</b>		
Car owner and willing to use for company tasks i.e Banking		✓
Flexible approach to work ethics and business demands	✓	
Proactive	✓	
Self-motivated & Self-starter	✓	
Demonstrable 'Hands-on' attitude	✓	
Articulate	✓	
Prepared to work alone at times	✓	