



### **Our Vision**

**Life is great for children and young people**

### **Our Mission**

**To empower Children and Young People who haven't had a fair deal – to have a home, strengthen their mental health and be part of a community**

### **Our Ethos**

**We need each other to make life work**

### **Our Values**

**We make our own choices**

**We are loving and compassionate**

**We take risks**

**We make mistakes and learn**

**We never give up**

# MACS SUPPORTING CHILDREN AND YOUNG PEOPLE

## JOB DETAILS

<b>Job Title:</b>	Finance and Payroll Administrator
<b>Funding:</b>	Funded by the Supporting People Housing Executive
<b>Responsible to:</b>	Finance Team Leader
<b>Location:</b>	303 Ormeau Road Belfast BT7 3GG
<b>Hours of Employment:</b>	35 Hours per week
<b>Salary:</b>	£21,015 per annum & pension at 4% of salary
<b>Holidays:</b>	30 days plus 11 stat days

# **JOB DESCRIPTION / PERSON SPECIFICATION**

## **ROLE OVERVIEW**

1. Providing excellent finance, payroll & administrative support across the entire organisation
2. To take responsibility for accurate recording and reporting of the charity's finance functions, and to support management and staff in dealing with finance issues

## **CORE DUTIES AND RESPONSIBILITIES**

### **Purchase Ledger Duties:**

- To prepare purchase orders and match them to purchase invoice
- Coding and processing of supplier invoices
- Dealing with supplier queries
- To record and process all supplier's invoices for the charity, using correct coding
- To administer the authorisation of expenditure by relevant managers, ensuring that expenditure authorisation and payment procedures are fully adhered to at all times.
- To track all invoices received by the charity, ensure timely payment with the appropriate authorisation

### **Sales Ledger Duties:**

- Generating invoices on SAGE accounts
- Recording and management of debtors
- Income monitoring in liaison with Finance Manager
- Cash flow reporting

### **Recording and Reporting:**

- Maintain and update spreadsheet records of Housing Benefit & Voids
- Maintain and update records of organisational overheads income and expenditure
- Update finance spreadsheets – mobile usage, on-call, residential, mileage, expenses, etc.
- Prepare monthly Management Accounts for all contracts
- Preparation of all finance documents required for monthly meetings
- Take minutes of each finance meeting

- Assist Finance Manager in preparing annual budgets
- To liaise with relevant managers to ensure correct coding
- Facilitate monthly finance meetings for all contracts
- Assist in the preparation of finance information on a bi-monthly basis for Board of Directors Finance Sub Group

### **Payroll**

- Updating and maintaining the payroll system and monthly payroll processing
- Handling all payroll queries
- Processing statutory payments including SSP, SMP & SSP
- Processing staff mileage and expenses
- Process staff pension
- Payroll reconciliations
- File annual payroll with HMRC
- Liaise with HMRC where appropriate
- Ensure all staff details are correct and up to date on payroll

### **Other Finance Duties**

- Processing and reconciling bank accounts
- Processing and reconciling credit card accounts
- Processing and reconciling petty cash accounts
- Preparing and executing payment runs
- Prepare finance returns to funders
- Assisting with quarterly processes
- Collation of any required statistics
- Ordering of office supplies (e.g. stationery, cleaning supplies)

### **Assets:**

- To ensure that the fixed asset register is maintained, reconciling to the Trial Balance each month end and ensuring the depreciation journal is entered correctly

### **General Duties:**

- Complete online banking tasks
- Monthly filing of finance documents
- Assist the Finance Manager in producing the end of year accounts
- Liaise with HR Manager when processing payroll
- To follow established procedures and controls of the charity
- To provide cover for, and complement the work of other Finance staff
- To attend weekly team meetings and monthly office meetings
- To develop a knowledge and understanding of and work towards the attainment of Team Balanced Score card and organisational aims and objectives
- To meet with the Finance Manager for monthly supervision and annual appraisal
- Any other duties suitable to the post

**This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.**

### **PERSONAL REQUIREMENTS**

- Excellent numerical skills and a meticulous eye for detail
- Excellent telephone manner and strong interpersonal skills
- Ability to work as part of a team and on own initiative
- Ability to prioritise own workload
- Ability to work under pressure and meet tight deadlines
- The ability to function in a multi-task environment, whilst meeting required time scales
- Ability to plan and prioritise workload of self and good time management skills
- Good interpersonal and team working skills with a flexible and adaptable attitude to work
- Able to be a self-starter with the ability to use initiative
- The ability to understand and work in accordance with MACS ethos and value base
- The ability to accept direction and supervision
- The ability to maintain a comprehensive and up to date written record of work undertaken
- To have the commitment to undertake relevant training
- Good time keeping skills
- To represent the agency in a professional manner
- To bring enthusiasm and commitment to MACS

## PERSON SPECIFICATION

<b>SKILLS AND KNOWLEDGE REQUIRED BY POST HOLDER</b>	
<b>CRITERIA 1</b>	
A Financial Qualification	<b>ESSENTIAL</b>
Minimum of one years' recent experience in a similar position	<b>ESSENTIAL</b>
<b>OR</b>	
Minimum of three years' recent experience in a similar position	<b>ESSENTIAL</b>
<b>CRITERIA 2</b>	
Experience of purchase ledger and sales ledger work	<b>ESSENTIAL</b>
<b>CRITERIA 3</b>	
Knowledge of financial accounting software packages in particular Sage Payroll and Sage 50 Accounts	<b>ESSENTIAL</b>
<b>CRITERIA 4</b>	
Able to demonstrate excellent verbal and written communication skills	<b>ESSENTIAL</b>
<b>DESIRABLE CRITERIA</b>	
Experience of working in the voluntary sector	<b>DESIRABLE</b>