EMMANUEL COLLEGE

JOB SPECIFICATION ACCOUNTS ASSISTANT

Full time post, line manager, Payroll Manager.

THE POST

This is a joint accounting and payroll post with responsibility for posting to the nominal ledger, monthly reconciliations and payroll administration, time is allocated approx. 50-50 between the two areas of responsibility. Emmanuel operates 2 monthly payrolls for approx. 60 academics and 150 staff. The post holder is responsible for maintaining the utmost confidentiality, efficient, accurate processing and payment of salaries and stipends due to academics and staff. Routine accounting analysis tasks and extraction of data is also an important aspect of this post.

SKILLS REQUIRED

Some basic accounts experience or study is desirable along with an interest in payroll matters although training will be given. Efficient time management and attention to detail is essential as is a good standard of computing, excellent interpersonal and communication skills. In particular a high level of common sense, a willingness to learn, the ability to use initiative, proficiency in Microsoft Office particularly Excel and Word together with some experience in the maintenance of and reporting from a database is desirable as is a willingness to work flexibly.

PURPOSE OF THE JOB

Under the guidance of the Payroll Manager, to ensure timely completion of work in accordance with financial and other instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

1. The day-to-day maintenance of an accurate confidential personnel record for employees of the College. This will include the maintenance of the personal data required for payroll purposes.

2. The preparation and reconciliation of all statutory returns.

3. Preparation of monthly salaries and stipends (academic payroll) having regard to the various payments due to Fellows, internal deductions, leave of absence payments etc., for processing via BACS following their authorisation by the Payroll Manager.

4. Preparation and posting of journals to Nominal Ledger.

5. Preparation of management information on a regular basis including end of year information as required.
6. Extraction of monthly Supervision details from the CAMCORS database for payment to Fellows via payroll; preparation on a quarterly basis of the additional information to enable payment to non-Emmanuel supervisors; reconciling payments made.

7. Check processed payrolls returned from the payroll bureau and distribute all pay advice slips, reconcile originating documentation to BACS output and file all documentation.

8. Maintenance of pension records, including additional voluntary contributions, new starters and leavers. Reconciliation and submission of monthly returns and day-to-day liaison with the relevant bodies.

9. Liaise with, advise and assist where appropriate, departments and individuals on all matters relating to stipends, salaries, incremental and cost of living increases, PAYE, NI, SSP SMP and pensions.

10. Maintain records pertaining to Permanent Health Insurance and Medicaid schemes - or similar schemes as may be introduced from time to time - and liaise with the relevant bodies.

11. Any other duties and responsibilities consistent with the post of Accounts Assistant as may from time to time be required.

12. To observe the Computer Acceptable Use, the College Equal Opportunities and the Health & Safety Policies at all times. The observance is required at all times of College Policy on the application of the Data Protection Act. Copies of these policy documents will be given to you during your induction process.