

Senior Accounts and Payroll Assistant

Job Description & Person Specification

Accounts and Payroll Assistant Salary £33,000 Hours: 37.5hrs per week Location: Office based - Lydbrook GL17 9PD A/L entitlement: 28 days pro rata Responsible to: Finance Manager Must hold a full driving license and business insurance with own car to drive to various locations.	Purpose of role: Supporting the Finance Manager to ensure effective management of the Charity's financial resources
Orchard Trust- Purpose A place of love and support where people can show their value and know their worth.	Orchard Trust - Values Kindness Respect Working together Individuality

Job Description and Role Requirements

RESPONSIBILITIES

Leadership:

- Working under the Finance Manager, holds responsibility for ensuring regular tasks are completed as required
- Supporting team members to achieve tasks delegated to them
- Supporting Finance Manager with analytical analysis of Orchard Trusts finances

Finance:

- Create, post and reconcile sales and purchase invoices
- Provide support to solve internal and external queries
- Prepare twice monthly supplier payments runs
- Ensure credit control is undertaken frequently and bad debts are managed effectively
- Assist with month end processing and reporting
- Assist with the preparation of Management Accounts

Payroll:

- Prepare and process monthly payrolls
- Respond to employee payroll queries
- Work with senior managers to ensure all relevant information is provided in a timely manner

Petty cash:

- Manage internal petty cash within Head office and Services
- Undertake regular reconciliation of all petty cash accounts

Additional:

- Assist with internal and external audits
- Undertake regular client and home finance audits
- Maintain comprehensive records of all fundraised income
- General filing and other administrative duties
- Be an effective and supportive member of the wider Admin team

Health and Safety:

- Promote a positive attitude towards the development and maintenance of a positive Health and Safety culture through all aspects of the Trust.
- Ensure employees and visitors within the service are aware of their responsibilities; that they comply with Health and Safety legislation and Trust policies and procedures.
- Be aware of welfare issues that may affect yourself and your colleagues and be proactive in assisting and supporting them.

Equality and Diversity:

- At all times promote the Trust's core values and an organisational culture that positively reflects best practice on equality and diversity issues and that meets the Trust's legal and ethical obligations.

Sustainability

- Actively support the Trust's journey to meet its sustainability goals.

Key Skills and Person Specification – Senior Accounts and Payroll Assistant

Qualifications & Abilities	Essential	Desirable
	• Strong understanding of Xero accounting system and SAGE payroll • Working knowledge of payroll and auto enrolment pension systems • Skilled in leading others and working as part of a wider team • Good analytical and system interrogations skills • Able to work accurately and confidentially with strong attention to detail • Ability to manage a varied workload within required timescales • Strong interpersonal and communication skills	• Experience using ApprovalMax • Experience in charity accounts • Previous leadership experience • Understanding and experience in appropriately recording and reporting various fundraising streams
Behaviours	What we are looking for	What this might look like
Team working	• Supports the Trusts values – recognising the need to align all work practices and processes accordingly. • Empathises with people with different abilities, backgrounds and viewpoints • Maintains confidentiality within Trusts policies and procedures • Consistently maintains and promotes high standards, and ensure others meet these • Able to maintain a positive attitude when leading or working within a team • Able to make decisions and generate solutions to problems as they arise	• Has an open mind with a respectful, non-judgemental and non-discriminatory approach, treating others with dignity and respect • Shows empathy and kindness to all regardless of the situation • Creates a happy a positive team environment • Is consistently professional, shows integrity and is a reliable role model • Reacts positively and flexibly to change, sometimes without much warning • Welcomes colleagues who are looking for advice and help • Shares information effectively

Reviewed CA/KR 08/26

This job description, person specification and examples given are intended as a guide and are not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs.

	• Accepts and provides feedback in a constructive and timely manner • Recognise, respect and develop the contribution of others and celebrate their achievements	
Creativity	• Seeks ways to improve practices from industry, other organisations, training and peers • Looks for creative and innovative solutions	• Be proactive by researching into new initiatives, ideas • Overcome obstacles to achieve positive outcomes
Planning	• Has excellent time management and organisational skills • Prioritises workload, ensuring all objectives and deadlines are met	• Understands when to complete and schedule tasks to ensure the charities and beneficiaries needs are met • Provides guidance to others in line with policies and processes
Training & Development	• Relevant accountancy qualification or appropriate experience • Actively engages with own professional development and supports others to do the same • Seeks and uses feedback and reflective practice to improve work performance	• AAT Level 4, ACCA, etc or significant experience • Shares knowledge and learning with others in a positive and supportive manner

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