**Job Description and Personal Specification**

**Role:** Payroll & Finance Administrator

**Responsible to:** Finance Director

**Our values:**

The post holder will be expected to operate in line with our workplace values, which are:

**Inclusion**

We recognise that every person is different but equally valuable. We actively include people at every level of our organisation, ensuring that our service users, young people, staff, trustees, volunteers and customers are representative of the communities that we serve. We work hard to enable each person to realise their potential.

**Compassion**

Our work is focussed on connecting with people, and responding to them in a caring and compassionate way.

**Community**

We believe that we are designed to live alongside other people. Our work actively creates opportunities for the people who are part of the YMCA (our young people, service users, staff, volunteers, customers etc) to be part of a community.

**Humility**

We are here to serve the needs of the communities in which we work. We don’t know everything. We listen to, and work alongside others to ensure that together we are making an impact where it is most needed. If we make mistakes – we learn from them and are honest and open about it.

**Creativity and Innovation**

We aren’t afraid to try a new approach or take a measured risk to increase the impact we make and respond to the challenges in our communities.

**Sustainability**

We think about the future, working in ways that bring about long-term benefit to our communities and our planet.

**Job Purpose:**

To collate all related payroll information for both YMCA Brunel Group & Tria Aktiv (UK) Ltd and accurately input payroll and pension data on relevant systems in accordance with the organisations finance timelines, policies and procedures. To complete and submit all necessary payroll returns accurately and on time. To assist in the preparation of salary budgets and costings across all departments

To undertake daily accounting tasks relating to both commercial hostels, ensuring both bookings and payments reconcile. To assist in the month end procedures for Tria Aktiv (UK) Ltd by producing accurate reports and ensuring sales systems are accurate.

To process all credit and purchases card transactions and ensure all card holders submit receipts etc. Monthly reconciliations of each card will be required.

**The Candidate:**

We are passionate about the work we do and need equally committed members on our team to help us achieve those goals. You will be joining a small team where you will work with the Finance Director to ensure the monthly payroll process runs smoothly. You will also need to have some previous experience of the monthly payroll process.

The successful candidate will be confident and have experience in building relationships and communicating effectively with a variety of audiences and individuals, as well as being numerate and confident with a variety of different IT packages.

**Duties and Responsibilities:**

* To collate and prepare monthly payroll information in liaison with other finance team members and HR Manager/ administrator where necessary, for both YMCA Brunel Group & Tria Aktiv (UK) Ltd.
* To enter monthly payroll information into Sage Payroll in an accurate compliant and timely manner
* To produce accurate monthly payroll reports and files.
* To submit all required payroll information to banks/ HMRC in the required format.
* To issue payslips/ any other payroll documents required.
* To complete year end payroll returns with assistance from finance team.
* To ensure that all payroll records are maintained and filed in accordance with statutory requirements.
* To undertake daily reconciliations of both Bath Hostel and The Bristol Wing and to assist in the production of monthly accounts for Tria Aktiv (UK) Ltd.
* To take responsibility for the administration of company credit cards/ purchase cards, and to post and reconcile on Sage Accounts when required. To enure timely top ups of purchase card balances are made when required.
* To assist when required with any other finance related tasks.
* To comply at all times with YMCA Brunel Group policies and procedures and regulatory and legislative requirements, including Charity law and regulation, and our obligations as a registered member of the Charity Commission and Fundraising Regulator
* To carry out any duties delegated to him/her/them by the line manager within his/her/their capability.
* To work out of hours where required at events and presentations (we operate a Time Off In Lieu Policy)

Please note: This job description outlines the main duties within your role; however our organisation is continually evolving and management may ask you to undertake other duties outside of this job description and in line with the needs of the department at the time. Your flexibility in this post is therefore essential as this helps us to improve and drive positive change.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **Experience/Knowledge** | **Essential** | **Desirable** |
|  | Previous experience of payroll administration | √ |  |
|  | Previous experience of working in finance | √ |  |
|  | Knowledge of Sage Payroll |  | √ |
|  | Knowledge of Sage Line 50 Accounts |  | √ |
|  | Understanding of Charity finance |  | √ |
|  | Good interpersonal skills and the abilty to communicate with all staff | √ |  |
| **Skills** |
|  | Proficient in using Microsoft Office Software | √ |  |
|  | Good organisational skills with the ability to manage own workload whilst working under pressure in a changeable environment · | √ |  |
|  | Ability to pay attention to detail and ensure accuracy | √ |  |
|  | Be able to work on own initiative and as part of a team | √ |  |
| **Qualifications** |
|  | Ideally qualified to at least AAT level 3 |  | √ |
|  | GCSE Maths & English |  | √ |
| **Personal Qualities** |
|  | A positive approach to working with colleagues, residents, members, service users and other partner/agency staff | √ |  |
|  | Able to enthuse and motivate others to supporting the work of YMCA Brunel Group | √ |  |
|  | A working commitment to the vision and values of YMCA Brunel Group | √ |  |
|  | Flexible, passionate, reliable and confident, self-motivated and results orientated | √ |  |
|  | Effective problem solver  | √ |  |
|  | Honesty and integrity  | √ |  |
|  | Confident decision maker | √ |  |
|  | Full and current driving Licence and access to suitable transport is required. |  | √ |
|  |  |  |  |
| **Terms and Conditions** |
|  | Salary & Term | YMCA Salary £25,000 to £27,500 dependant on experience. Full time permanent post. |
|  | Hours | 5 days/37.5 hrs per week  |
|  | Annual Leave | 5 weeks annual leave plus Bank Holidays if they fall on a work day |
|  | Probationary Period | 6 months |
|  | Company Pension | The post holder will be automatically enrolled into the YMCABG Group Stake Holder Pension Plan in line with the Governments Auto-Enrolment Pension Scheme arrangements. |
|  | Expenses | You are entitled to reimbursement of all reasonable travel and incidental expenses. |
|  | Job Location | The post holder will work predominantly at YMCA Bath, International House, Broad ST Place, BA1 5LH. The post holder may be required to work from other sites as a designated place of work on occasions when required. The post could be located to another town within the Group in the future or within 1 hrs travelling distance of your work base. |
|  | Notice Period | 1 month’s written notice required. |