

We are currently recruiting for an exciting and rewarding role:

Finance & Payroll Assistant

Hours: 35 per week (Full Time 08:45-16:45 with an hour for lunch)

Salary: £22,977 per annum

Closing date: Wednesday 20th April 2022 at 5pm

Edge Hill Students' Union is a membership organisation – everything we do is shaped by students and supported by a team of staff. We have an ambitious strategic plan which seeks to create the best student experience we can for as many students as possible, and we're here to make sure ALL Edge Hill student voices are heard, valued and acted upon.

With a proven track record in bookkeeping/accountancy you will process financial transactions, journals and payroll using computerised accounting, and monitor/reconcile nominal ledgers and bank accounts.

Working closely with the Finance Manager and under the guidelines of both Company and Charity Law, you will also be expected to work with our core values in mind to assist with the development of, and improvement to, Edge Hill Students' Union financial systems, processes and activities:

EHSU Core Values:

- **Democracy** - ensure the voice of our students help to shape all of our services and we achieve measurable success for all our students and relevant stakeholders
- **Ambition** - set high goals and commit to improving the quality of everything we do for our students
- **Creativity** - be open to new ideas, embrace change, and take calculated risks to develop services that our students need
- **Integrity** - never compromise our reputation and always act in the best interest of our students

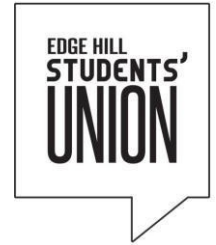
Benefits of working for Edge Hill Students' Union include:

- On-site parking (subject to application)
- 25 days annual leave (plus public holidays)
- Additional leave during Christmas shutdown period
- Free access to BUPA Healthcare Cash Plan
- Auto-enrolment pension scheme
- Discounted membership to Edge Hill University Sports Centre gym and pool
- Focus on positive mental wellbeing and a good home/work life balance

To apply for this vacancy, please send a copy of your CV, along with a statement outlining how you meet the criteria outlined in the job description and person specification, to rhodesl@edgehill.ac.uk.

The closing date for applications is 5pm on Wednesday 20th April 2022. Interviews will take place on Monday 25th April and Tuesday 26th April 2022 and will include a short test covering Xero Accounts, Sage Payroll and your understanding of double entry bookkeeping.

Due to the high volume of applications, we receive, we are not able to contact candidates who have not been shortlisted. We also reserve the right to close the vacancy before the deadline, so do not hesitate with your application.



Job Description

Post:	Finance & Payroll Assistant
Salary:	£22,977 per annum
Status / Hours:	Permanent / Full-Time
Location:	Ormskirk
Responsible to:	Finance Manager

Purpose of the Role

To support the Finance Manager in the effective running of the Finance department. You will be part of a two-person team, reporting directly to the Finance Manager, responsible for the timely and accurate processing of sales, purchases and cash information through Xero accounts, and payroll data through Sage 50c Payroll.

Main Duties and Key Responsibilities

- Set up new Customers / Suppliers on Xero and ensure details remain up to date
- Raise Sales Invoices for Events, Bespoke, Advertising and Cash Sales
- Control debtor accounts and chase payments
- Download and reconcile online Eshop income and Society memberships
- Liaise with suppliers of commission-based income
- Monitor Purchase Orders on Xero ensuring staff have raised them correctly
- Process Purchase Invoices on Xero
- Photocopy new asset purchase invoices and file for Audit
- Photocopy prepayment purchase invoices and file for Management Accounts
- Reconcile NUSSL statement against purchase invoices, place invoices on hold and chase missing documents
- Manage credit card expenditure including processing all credit card payments, obtain VAT receipts and reconcile to credit card statement
- Maintain and reconcile Petty Cash Float
- Reconcile Paypal account including processing any income/expenditure onto Xero
- Monitor Bank balances making transfers to and from the Deposit Account at key times
- Post Bank activity to Xero and reconcile bank accounts
- Payment of Clubs & Societies expenditure claims
- Banking of Clubs & Societies and EHSU cash/cheque income at the Post Office
- Reconcile Clubs & Societies bank account
- Liaise with Clubs & Societies members with regards to account balances
- Weekly FPS run to pay Suppliers, Society claims and staff expenses
- Process month end management account journals from the Finance Manager onto Xero
- Issue remittance advice to Suppliers and send emails to societies for any claims paid
- Process monthly payroll on Sage 50c Payroll for salaried and hourly paid staff including uploading online payslips, dealing with payslip and tax code queries, processing full payment and pension contribution submissions, paying PAYE to HMRC, importing bank payments and submission of end of year returns
- Reconcile breakdown of payroll by department including NI/PAYE/Pension breakdowns

Other Tasks and Responsibilities

- Monitor and respond to emails in the group finance email account
- Ad-hoc safe checks in Commercial departments
- Manage the key register, review keyholders, sign keys in/out and order new keys
- Manage small budget for office supplies including the purchase of kitchen supplies for staff
- Provide Xero Purchase Order training to new staff
- Maintain an organised and effective filing system of paperwork
- Open mail and redistribute where necessary
- Assist with the annual update of the Financial Procedures manual
- Input annual budgets into Xero
- Assist with preparation for the Annual Audit (holiday restriction in place for the last two weeks of August each year as a result)
- Assist with any other duties involved in processing the Management Accounts as directed by the Finance Manager

Person Specification

Job Title: Finance & Payroll Assistant

Criteria	Essential	Desirable	Assessed
Education, Training & Technical Skills	<ul style="list-style-type: none"> • Good general education including Maths and English at Grade C or above • Willing to continue / embark on personal and professional development • High level of skills in Xero Accounts • High level of skills in Sage 50 Payroll • Good understanding of double entry bookkeeping and making corrections to financial records • Accurate numerical and analytical skills, ability to work with figures and financial information • Good working knowledge of MS Office, in particular Excel • Meticulous approach to filing of financial documents • 	<ul style="list-style-type: none"> • Hold or be working towards AAT Level 2 or equivalent • Payroll qualification • Experience of working with Sage 50 Accounts • Educated to degree level or equivalent 	<ul style="list-style-type: none"> • Application & Test
Experience & Knowledge	<ul style="list-style-type: none"> • At least 2 years bookkeeping/accountancy experience in a similar role • At least 2 years payroll experience including all aspects of the payroll cycle • Experience of working in a finance role supporting senior staff • A good understanding of basic financial procedures and policies • Knowledge of VAT rates and how to apply them to sales and purchases • Demonstrable experience of working as part of a small close-knit team 	<ul style="list-style-type: none"> • Experience working for a not-for-profit organisation • Experience of working in a Students' Union or similar member led environment • Experience of working in a Higher Education environment • Knowledge of charity law • Basic understanding of the functions of a Trial Balance, Profit & Loss and Balance Sheet 	<ul style="list-style-type: none"> • Application & Interview
Personal Qualities	<ul style="list-style-type: none"> • Professional and approachable • Excellent attention to detail • Process driven with the ability to listen and carry out instructions as required where necessary • Ability to work unsupervised and on own initiative • Ability to manage and prioritise own workload • Flexible and adaptable approach • Resilient and proactive towards challenges • Strong interpersonal skills – internally and externally 		<ul style="list-style-type: none"> • Application & Interview