

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Payroll & Finance Assistant
Grade:	SCP 5 - 12 £23,500 - £26,421
Hours of Work:	37 hours per week (occasional evenings and weekends)
Annual Leave Entitlement:	23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service
Responsible to:	Deputy Responsible Finance Officer
Responsible for:	No supervisory responsibilities

Main Purposes of the Role

To support the Finance Team at Yeovil Town Council by contributing to the provision of a high performing and quality payroll, accounts payable and accounts receivable service.

Summary of Responsibilities and Duties of the Job

1. To act as a point of contact for payroll and finance related queries, providing advice and guidance to staff, suppliers and customers.
2. To process payroll transactions in accordance with agreed practises.
3. To administer all employee benefits, including enrolment, changes and terminations.
4. To maintain the payroll system with employee information, ensuring records are maintained in accordance with compliance with relevant laws and regulations, best practice, data protection and Council requirements.
5. To keep up to date with changes to payroll regulations and ensure the Council is compliant with all relevant laws and policy.
6. To be the main point of contact for all payroll enquiries
7. To manage, store, use and maintain 'personal data' ensuring compliance with the Council's GDPR (General Data Protection Regulation) policy.

8. To ensure all payroll inputs and outputs are completed correctly and are auditable.
9. To complete third party information / official forms received from external agencies such as HMRC and pension provider
10. To process financial transactions (e.g.. accounts payable transactions, accounts receivable transactions) in accordance with agreed practises.
11. To support the maintenance of the financial system in terms of the accounts payable and accounts receivable.
12. To be a point of contact for accounts payable and accounts receivable enquires.
13. To attend relevant training courses as required.
14. To undertake any other duties appropriate to the post, as directed by the Town Clerk/Responsible Finance Officer.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

June 2024