

## **JOB DESCRIPTION**

<b>Title of Post:</b>	Accounts Assistant Payroll
<b>Hours:</b>	Full-time 37.5 hours per week, Monday to Friday
<b>Responsible to:</b>	Accountant and Accounting Technician
<b>Accountable to:</b>	Chief Executive
<b>Function of job:</b>	To carry out various duties associated with Payroll and to assist the Accounting Technician in all functions.

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### **MAIN DUTIES:**

Complete a full range of payroll duties under the supervision of the Accounting Technician including:-

1. Prepare and check the payment of weekly wages, monthly salaries, monthly pensions and casual salaries to ensure amounts are correctly paid to employees.
2. Update and ensure accuracy of all information on relevant systems e.g. Payroll and Timesheets
3. Review the management reports from computerised system and prepare the Salaries & Wages reconciliation.
4. Process Real Time Information (RTI) submissions to HMRC, as required.
5. Process Tax Code changes.
6. End of Year processing and reconciliations including end of year RTI submissions and issue of P60s, P11D etc.
7. Provide 1<sup>st</sup> line support for payroll queries.
8. Deal with a wide range of employee-related processes e.g. entitlements, allowances and benefits, holiday entitlement, additional hours, maternity leave, compulsory and supplementary pension contributions, expenses claims and hiring and termination procedures.
9. Process employee attendance records, monitor and analysing payroll costs.
10. Issuing contractual notifications, correspondence, and organisational change announcements, in accordance with instructions and company procedures.

11. Help resolve HR-related administrative problems and issues.
12. Contribute to the planning and development of reporting and management tools designed to increase the efficiency of Payroll and HR administration.
13. Prepare general bank reconciliation.
14. Prepare and maintain the fixed asset register, schedules and annual department fixed asset inventory.
15. Prepare and submit quarterly Vat Returns.

#### **Other Duties**

1. Providing cover when required in the following areas:-  
Purchase Ledger  
Sales Ledger  
Credit Control
2. Relieve Receptionist for meal breaks.
3. Carry out any other Accounting work and provide cover in other areas as requested by Accountant.

#### **General Duties:**

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
3. Actively participate and contribute to the continuous improvement of the service.
4. Attend all mandatory in-service training and lectures.
5. Comply with the Ulster Independent Equal Opportunities Policy at all times.
6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Participate in annual performance review and maintain own personal development file.
8. Be responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times (as applicable).

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

### Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>2 Years 'recent relevant experience to include the following:</p> <ul style="list-style-type: none"> <li>▪ Preparation and issuing of all aspects of the payroll function</li> <li>▪ Assisting with reconciliations</li> </ul> <p>Experience of dealing with employee payroll queries.</p>	<p>Good all round knowledge of an accounts department</p> <p>Preparation of bank lodgements and cheques</p> <p>Accounts experience in a healthcare environment</p>
<b>Education/ Qualifications / Training</b>	<p>5 GCSEs (or equivalent) including English Language and Mathematics at Grades A to C</p> <p>Experience of Sage (or similar) payroll and accountancy package</p> <p>Proficient in the use of Microsoft Office, specifically Excel</p>	
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• **Evidence of right to live and work in UK</li> <li>• Health screening</li> <li>• Qualification checks</li> <li>• Satisfactory *ACCESSNI clearance.</li> </ul>	

**Salary starting from: £28,636**

### Competencies:

- Ability to work in a team or on own
- Effective Communication and Interpersonal Skills
- Planning and Organising skills with the ability to multi-task
- Ability to manage multiple priorities
- Accuracy and attention to detail

### Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

**\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.**