

**DEFENCE & GOVERNMENT SERVICES**

Job Description:   
Finance & Payroll Administrator

|  |  |  |  |
| --- | --- | --- | --- |
| Function: | | Defence & Government Services | |
| Generic job: | | Administrator | |
| Position: | | Finance & Payroll Administrator | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Accountant | |
| Additional reporting line to: | |  | |
| Position location: | | Finance, Colchester PFI | |
|  | | |
| 1. Purpose of the job | | | |
| * To provide effective delivery of finance administration services to the client organisation * To provide timely and accurate administration of UDC payroll system for the Colchester PFI Contract * To operate and provide support to unit managers in the use and maintenance of time and attendance system * To monitor and maintain a log of all LTS and maternity records for the contract * To carry out UDC Billing for contract management ad-hoc/additional services * To process invoices and credit notes onto relevant accounts * To carry out banking in line with company policies and procedures * To support senior management team and HR as required | | | |
|  | | |
| 2. Dimensions | | | |
| N/A |  | | |

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart |
|  |

|  |
| --- |
| **4. Context** |
| * Comply with all Sodexo company policies/procedures * Comply with all legislative requirements * Adhere to any local client site rules and regulations * Role model safe behaviour * Flexibility on work schedule and location maybe required |

|  |
| --- |
| 5. Main assignments |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses * To maintain excellent client/customer relationships * To attend team briefs, huddles and meetings as required * To attend your performance development review to discuss job standards and agree development activities * To maintain a clean and tidy work area at all times * To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required * To care for all available resources including equipment, materials and supplies as directed * To report any near miss occurrences, accidents or faulty equipment to management * To ensure effective communication with line manager, team, customer and client organisation * To maintain all areas of responsibility to the set service standards and in line with applicable service offer * To provide timely and accurate input of payroll information onto the UDC payroll and TMS systems * To liaise with BSS and outside agencies as required regarding payroll matters * To deal with supplier queries quickly and efficiently maintaining a good working relationship * To provide timely and accurate administration of UDC payroll system for the Colchester PFI Contract * To operate and provide support to unit managers in the use and maintenance of time and attendance system * To monitor and maintain a log of all LTS and maternity records for the contract * To carry out UDC Billing for contract management ad-hoc/additional services * To process invoices and credit notes onto relevant accounts obtaining appropriate authorisations from unit managers in advance * Liaise with unit managers to ensure accuracy of stock and cash transfers and recording of stock is carried out * To maintain daily cash breakdowns and carry out banking in line with company policies and procedures * To provide accurate accrual and pre-payment information to the company accountant on a monthly basis * To control and monitor contract billing log and liaise with managers to chase debt as required * To provide administration support across the site including customer service and cash handling * To provide support for any additional ad-hoc services provided as required, for example administrative or office support * To carry out any other reasonable tasks and/or instructions as directed by management |

|  |
| --- |
| 6. Accountabilities |
| * Cash control in line with company policies * Accurate completion of tasks detailed in the work requirements resulting in successful audits and minimal customer/client complaints * Exercise discretion and confidentiality at all times in regards to payroll and accounts |

|  |
| --- |
| 7. Person specification |
| Essential:   * NVQ Level 2 /GCSE Grade C in Maths & English or equivalent * Good Excel skills * Excellent interpersonal skills * A self-starter capable of working individually or as part of a team * Good numerical ability * Strong written and verbal communication skills * IT Systems experience * Experience of working in an office environment   Desirable:   * Experience of working within military environment * Understanding of monthly accounts reconciliation processes * Bookeeping/Payroll experience |

|  |
| --- |
| 8. Competencies |
| N/A – this section is for management job descriptions only |

|  |
| --- |
| 9. Management approval |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 10 May 2017 | | Document owner | SW | | | |