

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
Finance & Payroll Administrator

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| 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 |
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| 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
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| 2. Dimensions  |
| N/A |  |

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| 3. Organisation chart  |
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| **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
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| 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
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| 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
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| 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
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| 8. Competencies  |
| N/A – this section is for management job descriptions only |

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

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