



Rossendale Trust  
Supporting independent futures

## **Job Description – Payroll and Finance Officer**

### **JOB PURPOSE**

As a Rossendale Trust Payroll and Finance Officer, you will work as part of the Finance team providing the highest standards of support to service users, ensuring they are treated with dignity and respect so that they can live a full and meaningful life.

### **PRIMARY OBJECTIVE**

Your primary role will be to process payroll for all employees, ensuring all the staff are paid correctly, by the appropriate pay date, and the payroll complies with all relevant legislation and guidelines. In addition to payroll, you will be supporting the day-to-day functioning of the Finance Department by completing ad hoc tasks as requested.

### **PRINCIPAL ACCOUNTABILITIES**

- Maintaining payroll records.
- Dealing with external auditors to complete the fortnightly payroll.
- Posting payroll journals in the nominal ledger.
- Reconcile payroll to the nominal ledger.
- Reconcile all payroll accounts, PAYE/NI, Pension, Attachment of earnings.
- Processing monthly sales ledger invoices and reconciling.
- Ad hoc tasks as requested by management team.



**PERSON PROFILE – Payroll and Finance Officer**

<b>ESSENTIAL CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>BASED ON</b>
Good standard of education	E	<b>Application/Certificate</b>
A minimum of 2 years proven experience as a payroll officer or similar	E	<b>Application/Interview</b>
Proficient in using Sage 50 software and relevant tools to process and manage payroll accurately		<b>Application/Interview</b>
Experience of financial and administrative systems, including reconciliation and double entry	E	<b>Application/Interview</b>
Meticulous attention to detail and a high level of accuracy in data entry and recordkeeping.	E	<b>Application/Interview</b>
Strong analytical skills to identify and resolve discrepancies, analyse payroll reports, and reconcile data effectively.	E	<b>Application/Interview</b>
High level of integrity and ability to handle sensitive employee information with utmost confidentiality.	E	<b>Application/Interview</b>
Proven ability to troubleshoot and resolve payroll-related issues promptly and effectively	E	<b>Application/Interview</b>
Excellent verbal and written communication skills with the ability to explain complex payroll concepts clearly to employees	E	<b>Application/Interview</b>
Ability to work methodically and precisely, with excellent attention to detail	E	<b>Application/Interview</b>
General computer skills, including a good working knowledge of Word, Outlook, and Excel	E	<b>Application/Interview</b>
Highly organised with good time management skills	E	<b>Application/Interview</b>
Self-motivated, able to work unsupervised, to take initiative and meet deadlines	E	<b>Application/Interview</b>
Able to simultaneously manage a diverse range of tasks	E	<b>Application/Interview</b>
Flexible and adaptable to the changing needs of the organisation	E	<b>Application/Interview</b>
Pleasant and professional manner when dealing with internal and external stakeholders	E	<b>Application/Interview</b>
<b>ADDITIONAL REQUIREMENTS</b>		
The post is subject to an Enhanced Disclosure and Barring (DBS) check, (formerly CRB check)		