

Employers For Childcare

Job Description

Job Title:	Accounting Technician
Reporting to:	Finance Manager
Salary:	NJC Scale 6
Contracted hours:	37.5 hours per week (Monday – Friday 9am-5pm)
Contract type:	Permanent

Main Responsibilities

To work as part of a busy, highly focused and professional team providing payroll services, accurate financial administration, excellent customer service, advice, guidance and query resolution to the organisation and its clients.

Core Duties

Payroll

Payroll services for external and internal clients to include:

- Setting up new employees on Sage Payroll Line 50.
- Processing monthly and weekly payroll.
- Processing BACS payments to employees.
- Making returns and payments to HMRC and pension providers.
- Dealing with payroll enquiries.
- Auto-enrolment services

Financial Records

- Adhere to operational procedures which require quotations for all expenditure and that purchase orders are available for all purchases above a certain level.
- Maintain purchase and sales ledgers using Sage Accounts Line 50.
- Ensure proper completion and authorisation of travel claims including calculation before preparation of payment.
- Manage an effective credit control and purchase ledger systems to ensure payments are made/received in line with our terms and conditions and liaise with the line manager where problems arise.
- Maintain by category a register of all assets purchased and ensure adequate depreciation is provided in the management accounts.
- Assist auditors when required.
- Post prepayment, accrual, accrual income or other journals to include all reports required.
- Prepare Profit and Loss analysis for individual accounts and group.
- Prepare monthly financial reports including any ad-hoc reports as and when required by line manager.

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Bank

- Reconcile weekly bank statements to include Sage reconciliation.
- Liaising with bank when required
- Control cash to ensure that adequate funds are available and that the accounts are kept within their limits, including moving of funds between accounts as necessary.

VAT

- Completion of quarterly Group VAT returns and checking same to Sage before submission to HMRC.

Childcare Vouchers

- Process orders for childcare vouchers, including checking value of vouchers and payment details, and recording all payments in the appropriate format.
- Organise redemption of vouchers, checking childcare provider bank details, entering information onto voucher database, and issuing payments by BACS transfer or cheque.
- Liaise with bank as necessary.
- Be responsible for all aspects of accounts associated with nominated key clients and manage their accounts on an ongoing basis.
- Attend meetings with key clients as required to ensure accuracy of account details, investigate and resolve any potential problems or issues.

Customer Service

- Professionally and effectively resolve customer queries, problems and issues over the telephone.
- Investigate, follow up and take ownership to resolve queries to the customer's satisfaction within agreed response times.
- Adhere to company internal customer service standards in terms of telephone greeting & manner, written communications agreed response times etc, at all times.
- Develop and sustain strong working relations with existing customers, ensuring that customer promises and commitments are met.
- Run and analyse reports as requested and flag up any problems or issues to the Line Manager.

Communication, Personnel and Organisational Development

- Participate actively in staff and team meetings to update and share information with colleagues.
- Participate in regular staff training and development activities on company services, operating systems, processes and procedures and contribute to same.
- Acquire and retain in-depth knowledge of existing and new company services.
- Take ownership of own training and development by putting forward personal training needs, undertake such training as is required to meet these needs and fully utilise all training and support materials which are available.
- Become familiar with the general duties of other staff and assist with other duties as required.
- Train colleagues in general duties of post in order to ensure organisation has adequate cover in times of need.
- Undertake any other reasonable duties appropriate to the achievement of the organisations goals and targets.

Information Security

- Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

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