



## PERFORMANCE RELATED JOB DESCRIPTION

**Job Title** : Credit and Payroll Controller  
**Employee Name** :  
**Reports to** : Finance Manager  
**Date** : 1<sup>st</sup> January 2019

### Purpose:

To support the Finance Manager and Finance & Property Team in ensuring the smooth, accurate and timely running of the financial and payroll management system

### Function:

- Deputise for the Finance Manager in their absence
- To ensure payments are made in accordance with Group Policies
- Support other business units throughout the Group
- To ensure legal compliance at all times

### Roles & Responsibilities:

- Administer weekly and monthly payroll, ensuring Group & HMRC compliance with all PAYE & Pension legislation
- Manage credit control
- Reconcile cash books & assigned control accounts
- Process all payments and HMRC submissions
- Deal effectively with any customer queries and resolve disputes

### Other

- Manage Customer account details
- Keep an overview of all sales and payroll data and check its integrity
- Play a full part in Finance & Property Team meetings and produce agreed reports for circulation
- Lead in the absence of the Finance Manager
- Ensure all accurate data is in place for timely production of team scorecard
- Identify potential process improvements

- Liaise closely with all parts of the Group, provide sound guidance and ensure that appropriate confidentiality is observed
- To cover other roles within the Finance & Property Team when required
- Maintain continuous professional development
- Identify opportunities for cost reductions (both time and money saving) and take appropriate action
- Communicate effectively with all people across the business both written & orally

Required Qualifications	Level / Discipline	Date of Accreditation	Comments
IT Training – Microsoft	Intermediate Level		
Payroll Knowledge	Supervisor/ Manager		
Professional Qualification	Minimum AAT Qualified or part Qualified ACCA/CIMA		

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	Indicators
Ledger Paid/Reconciled	Reports always accurate and available
HMRC/Pension returns	PAYE, RTI & Pension submissions and reports always accurate and available
Payroll Specialist	Update knowledge and share HMRC changes with Finance Manager and Human Resources Co-Ordinator
Control accounts reconciled	Available for Management Accountant
Receivables Managed	Overdue Receivable less than 5% of total outstanding.

**PLAN      MANAGE      MONITOR**

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.