

## Job Description

**Position:** Finance & Payroll Officer

### **Duties & Responsibilities**

#### **Payroll related duties**

- Collect payroll related information necessary for the monthly payroll run
- Input, review and process payroll related records in order to process the monthly payroll run and prepare the monthly payroll memo
- Prepare the benefit in kind calculations in relation to employee related benefits
- Prepare and upload the monthly payroll journal, distribute payslip to employees
- Work with HR to collect information on joiners and leavers
- Maintain proper records in relation to social security claims
- Timely processing of payroll related payments (PAYE, Social Insurance, Union contributions, Provident fund)
- Respond to queries from staff members in relation to the payroll run
- Assist with the monthly reporting requirements (i.e. review of monthly payroll costs vs budget)

#### **Finance related duties**

- Process payments to external collaborators
- Be a key point of contact for customers and suppliers on financial and accounting matters
- Review the monthly petty cash for the Junior School site and import the petty cash journal in the system
- Keep accurate records of supplier invoices in the accounting system
- Monitor accounts payable and prepare the supplier payment run, including the payments to be made
- Work with the activities coordinator on the invoicing of afternoon teachers, afternoon activity providers and the after-school club
- Assist with the online orders of Junior and Senior School staff
- Assist the Bursar with the Company's related documentation (including but not limited to filing of annual and other company returns, collection of KYC information for institutions)
- Liaise with local authorities as and when needed
- Assist with the preparation and submission of the quarterly VAT returns
- Assist with the budget preparation and budget monitoring by providing monthly reports to middle leaders
- Assist with the monthly reporting requirements (i.e. reconciliation of supplier statements, preparation of monthly financial reports) and participate in financial audits
- Review and implement financial policies
- Support the Bursar and executives with projects and tasks when required

#### ***Non limiting clause***

*This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Bursar.*