

Part – time Accounts and Payroll Assistant

Further particulars

Fairfield Residential Home is an independent charitable trust providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a purpose-built state of the art facility, completed in the summer of 2018. This provides 38 en-suite bedrooms, some of which are suitable for couples, and high-quality communal facilities including a large lounge, a dining room, a fully equipped activities suite with IT, wellness and beauty rooms as well as a separate 2-bedroom suite and a large, landscaped garden. It currently employs around 50 staff.

Fairfield is owned by a charitable company and is governed by a Board of Trustees. It is registered with the Charity Commission No. 1114653 and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018.

Fairfield is noted for the love and affection its staff have for its residents and for its committed team of carers and support staff who contribute to the distinctive atmosphere. All employees are expected to enhance and promote this ethos. Safety is also a major priority for Fairfield and as a result of the ongoing risk from Covid-19 we are continuing to ensure that all new staff are vaccinated before working in the home.

We now seek to appoint a part-time Accounts and Payroll Assistant to work alongside the Administrator and reporting to the Bursar to support the smooth and efficient management of Fairfield's Administrative and Finance functions in a caring and empathetic manner in keeping with Fairfield's ethos as noted above.

All candidates must have the right to live and work in the UK.

Application Process

To apply, please email your completed [application form](#), CV and a short covering letter to accountsapplications@fairfieldhome.co.uk by 5.00pm Monday 5th September 2022

All applications will be acknowledged within 24 hours.

Interviews will be held during the week commencing 12th September 2022 in Fairfield. The process will also include a short test covering written communication, excel and IT skills.

Candidates who have been shortlisted for interview will be informed no later than 16th September 2022.

Agencies: Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

JOB DESCRIPTION

JOB TITLE	Accounts and Payroll Assistant
REPORTING TO	Bursar
DIRECT REPORTS	None
HOURS	22.5 hours
OFFICE/HOME BASED	Hybrid working considered
SALARY RANGE	£26,000 to £35,000 FTE - £15,600 to £21,000 pro rata dependent on skills and experience
JOB PURPOSE	To carry out all routine accounting tasks and run monthly payroll as directed by the Bursar in a manner in keeping with the caring ethos of the home

Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post. It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

Overview of Main Responsibilities (What the job involves)

Purchase Ledger	<ul style="list-style-type: none"> ➤ Receive and log all purchase orders and purchase invoices ➤ Match purchase invoices to purchase orders and distribute to budget holders for authorisation ➤ Post all purchase invoices to supplier accounts on Quickbooks (QB). ➤ Produce weekly payment run ➤ Deal with routine purchase ledger correspondence and queries and keep the Bursar informed of any unresolved matters ➤ Prepare credit applications as necessary and set up new suppliers on QB in line with agreed conventions
Sales Ledger and Fairfield Shop	<ul style="list-style-type: none"> ➤ Confirm monthly fees spreadsheet is correct and has been authorised by the Registered Manager and enter fees invoices onto QB at the start of each month. ➤ Invoice rent and assisted living costs for Rose Cottage for the preceding month, along with other charges to the resident of the cottage

	<ul style="list-style-type: none"> ➤ Invoice for respite care at the start of the stay for each resident as indicated by Registered Manager and then in line with the fees spreadsheet. ➤ Email fees invoices to residents or their representatives as indicated on the fees sheet. ➤ Check supplier invoices and Fairfield Shop transactions for POBR (Purchases on Behalf of Residents) have been posted onto QB for the previous month and raise invoices to residents on QB. ➤ Email POBR invoices to residents / representatives. ➤ Email monthly statements to residents / representatives ➤ Post invoices and credits for residents' deposits as required ➤ Invoice for miscellaneous items (guest meals etc) as necessary ➤ Ensure the Fairfield Shop records are completed by the Social Welfare Team and received in good time at the end of each month. ➤ Check the shop records for discrepancies, investigate and adjust as necessary ➤ Post cost of goods sold onto QB via purchase invoice ➤ Send file for new month with correct opening stock back to the Social Welfare Team ➤ Support the Administrator with debt collection and resolution of sales queries as necessary
<p>Bank, Cash and Credit Card</p>	<ul style="list-style-type: none"> ➤ Post purchase payments after each payment run ➤ Post sales receipts via standing order at the start of each month before sending out monthly invoices ➤ Post all other bank transactions before closing each month. ➤ Ensure that petty cash is counted and checked at the end of each month ➤ Check that all petty cash transactions have been properly authorised and that there are supporting receipts ➤ Check that the cash counted matches the balance on the petty cash sheet and follow up on any discrepancies ➤ Post petty cash to QB via purchase invoice ➤ Match credit card forms to statements, ensure all transactions have supporting invoices and have been properly authorised and follow up on any discrepancies ➤ Post credit card transactions to QB via purchase invoice

Payroll	<ul style="list-style-type: none"> ➤ Prepare and process monthly payroll (approx. 50 employees) using Sage Payroll ➤ Maintain payroll for tax codes, starters and leavers and other changes ➤ Obtain Budget Holder approval of timesheets and changes to standard hours ➤ Calculate monthly pay from weekly timesheets ➤ Process monthly payroll on Sage and run reports for approval by the Bursar ➤ Carry out monthly RTI submission to HMRC ➤ Produce monthly payroll journal for posting to nominal ledger using employee department codes for authorisation by Bursar ➤ Post monthly payroll journal on QB
Month-end and Year-end	<ul style="list-style-type: none"> ➤ Reconcile balance sheet accounts in line with month-end checklist ➤ Alert the Bursar to any unresolved discrepancies and agree actions to clear. ➤ Complete the checklist and email to Bursar for sign-off and to enable production of month-end accounts. ➤ Assist in production of files for auditors after financial year-end
Other	<ul style="list-style-type: none"> ➤ Ensure that all materials relating to Fairfield’s financial and payroll records are correctly filed ➤ To respect the confidentiality of all matters that you may learn in the course of your employment and to respect and maintain a working knowledge of GDPR. ➤ To comply with all legislation and professional requirements in relation to your role

The Accounts Assistant will undertake such other duties as the Bursar will from time to time determine, in line with the general scope of the role.

Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
Performance Focus	➤ Makes sure tasks and responsibilities are fulfilled in a timely, cost effective manner	E
	➤ Highly efficient and organised with a good eye for detail and strong time management skills	E
	➤ Self-motivated and able to work independently within an agreed structure	E
	➤ Thorough and tidy approach to work	E

<p>Effective Relationships</p>	<ul style="list-style-type: none"> ➤ strong relationship skills ➤ a willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home ➤ ability to explain financial systems to non-finance members of the team and support them to work within those systems 	<p>E E E</p>
<p>Communication</p>	<ul style="list-style-type: none"> ➤ a friendly, helpful and professional manner ➤ excellent communication skills both orally and in writing ➤ ability to deal appropriately and empathetically with sensitive and confidential matters 	<p>E E E</p>
<p>Professional Skills, Knowledge and Experience</p>	<ul style="list-style-type: none"> ➤ AAT Level 2 Foundation Certificate in Bookkeeping or equivalent ➤ Solid experience of using at least one accounting software package ➤ Sound understanding and practical experience of bookkeeping and financial management systems and processes ➤ Ability to carry out month end processes and work to trial balance ➤ Knowledge and experience of running payroll and using payroll software ➤ Previous experience of using Sage Payroll ➤ strong IT skills including excel, word, outlook, use of databases with a minimum of intermediate excel 	<p>D E E E E D E</p>