



## The Architectural Association

### Payroll & Finance Assistant

<b>Salary:</b>	£23,000 to £25,000 per annum
<b>Location:</b>	London – Bedford Square
<b>Department:</b>	Finance
<b>Reporting to:</b>	Finance Manager (Transactions, Payroll & Pension)
<b>Starting Date:</b>	As soon as possible
<b>Contract Type:</b>	Permanent
<b>Hours of work:</b>	Full-time; 35 hours Monday to Friday; 10am-6pm

### Role Overview

The Finance Department are responsible for delivering high quality, efficient services to ensure that the School is effectively financially managed. As a department, we deliver the full suite of finance services, including budgeting, reporting, compliance, tax, payroll, credit control, purchases and sales processing.

The Payroll & Finance Assistant supports the team by undertaking a range of administrative and data entry tasks in relation to the payroll, sales ledger and purchase ledger systems.

### Main Responsibilities

- Processing all new starters into the payroll system using data provided by HR.
- Processing any amendments and changes to employee records in the payroll system.
- Inputting data from timesheets into the payroll system for hourly paid staff.
- Implement changes to employee tax codes and student loan status as notified by HMRC.
- Processing invoices and expense claims.
- Support the team by responding to enquiries by email or phone.
- Provide cover for the Finance Officer (Purchase Ledger) and Finance Officer (Sales Ledger) as appropriate.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

### Person Specification

- Have excellent time management and organisational skills (Essential).
- Have excellent communication and customer service skills (Essential).

- Have excellent attention to detail, able to deliver consistently deliver tasks accurately and efficiently (Essential).
- Be a competent user of Microsoft Office, particularly Excel (Essential).
- Experience of processing large volumes of financial transactions (Desirable).
- Experience of maintaining accurate records in a database (Essential), ideally in a payroll environment (Desirable).
- Extensive experience of working with accounting/payroll software (Essential), including Exchequer (Desirable).

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.