

**JOB PROFILE:** Payroll and Finance Administrator

**RESPONSIBLE TO:** Transactional Finance Manager & Company Secretary

**PURPOSE:** To work in a small team and contribute to the effective and efficient entry and processing of financial and payroll data for Teign Housing and its subsidiary

Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**CONTACTS:** Daily contact with other Teign Housing staff, tenants and leaseholders. The post holder will build up good relationships with private, statutory and voluntary agencies and the local authority.

**ROLES AND RESPONSIBILITIES:**

1. Processing monthly payroll for Teign Housing and Templer HomeBuild Ltd
2. Processing weekly payroll for Templer HomeBuild Ltd
3. Sales Ledger - Invoicing of all non-rent debts
4. Cash Book – processing all income and performing bank reconciliations
5. Purchase ledger - Posting invoices, matching to approvals and processing payments
6. Reconciliation of balance sheet accounts for payroll, purchase ledger and sales ledger
7. Analysis and statutory reporting of the trade creditors, trade debtors and payroll for Teign Housing and its subsidiary
8. Processing expense claims
9. Administration of direct debits
10. Administration of the allpay system
11. Processing adjustments to rents and charges
12. Administration of utility invoicing
13. Administration for company vehicles
14. Administration of Housing Benefit receipts
15. Administration of service charges
16. Administration of Intercompany Recharges
17. Cover of credit control in finance administrators absence
18. Ad hoc administrative duties

**OTHER DUTIES:**

1. Continuously promote the Equal Opportunities and Diversity Strategy in the activities of Teign Housing.
2. Make full use of IT in all appropriate tasks.
3. Promoting a positive image of Teign Housing to customers and stakeholders
4. To work within the Company’s Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.
5. Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures
6. Any other duties within the scope of the post as directed by the line manager

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

No job profile can cover every issue, which may arise within the post at various times, and the job holder is expected to carry out other duties requested by their line manager from time to time.

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………