

Finance & Payroll Officer - Job Description

Role Overview

The Finance & Payroll Officer is responsible for delivering accurate and efficient payroll and finance support across the organisation. This role combines day-to-day bookkeeping and purchase ledger responsibilities with ownership of key payroll administration processes, ensuring employees are paid accurately and on time.

The postholder will bring proven payroll and finance experience, strong organisational skills, and a commitment to confidentiality and accuracy. Working with systems including Exchequer, Moneysoft and Xero, they will maintain financial records, support reporting requirements, and provide reliable financial and payroll information to senior managers and colleagues.

Key Information

Post:	Finance & Payroll Officer
Pay Banding:	Band C: £28,444 - £30,154 (Full Time Equivalent)
Hours & Location:	36 hours per week Astolat, Burpham – with opportunity for Hybrid working Within ACS core office hours (9am – 6pm). Flexibility will be required to meet the evolving needs of the organisation.
Responsible to:	Head of Finance

Key Responsibilities

Purchase Ledger

- Maintain accurate purchase ledger records, ensuring invoices are properly coded, authorised, and entered onto the finance system.
- Monitor due dates, select invoices for payment, make supplier payments on banking system
- Reconcile supplier statements and resolve queries promptly.
- Reconciliation to Trade Creditors on balance sheet
- Processing staff expenses (entering onto accounts system, and making payment via payroll)
- Monitoring of debit card transactions, ensuring receipts are obtained, the correct approval supplied, reconciling to the bank and inputting onto the accounting system

Sales Ledger and Income recognition

- Ensuring the timely production of invoices to secure contractual income from Surrey County Council and NHS
- Monitoring of due dates and performing credit control where required
- Reconciliation of Trade Debtors on balance sheet
- Entering other fundraised income onto the system. Keeping detailed records of restricted/unrestricted income.

Payroll

- Inputting payroll information accurately onto Moneysoft for monthly payroll processing, in coordination with the People & Culture team.
- Maintaining detailed records for audit trail purposes.
- Responsible for upload of payroll data to HMRC and to the Pension platform
- Ensure any SMP is claimed back
- Preparation and input of payroll journal

Other

- Monitoring of the organisation's bank accounts to ensure all transactions are reflected
- Assist in preparing other journals where required.
- Reconciliation of other balance sheet accounts where required eg. Net wages
- Process applications for financial support from carers
- Assist with ad hoc reporting, projects, and administrative duties across the organisation.
- Proactively take responsibility and ownership of your area of work including your own training and development to make sure you can deliver excellence.
- Work across the organisation on projects and support organisation-wide events and activities.

- Help prepare documentation for audits and funding reporting as required.
- Provide general administrative support to the Head of Finance.
- Any other duties as required.

Person Specification

Essential Experience

- Demonstrable experience in a finance, bookkeeping, or accounts support role.
- Experience in purchase ledger processes and a sound understanding of basic accounting principles such as double entry bookkeeping.
- Hands-on payroll experience is essential, including responsibility for inputting payroll data and supporting monthly payroll processes. Experience using Moneysoft payroll software is highly desirable.
- Experience working with and supporting senior managers, providing accurate and timely financial or administrative information.

Essential Knowledge

- Knowledge of financial systems, accounting software, and financial record-keeping processes, preferably including Xero.
- Understanding data integrity principles, with a commitment to handling financial and payroll information accurately, securely, and confidentially.

Essential Skills

- High attention to detail and accuracy.
- Strong IT skills, particularly in Excel and financial software.
- Excellent organisational and time management skills.
- Strong communication skills and a collaborative working style.
- A can-do, curious, and proactive approach to problem-solving.
- Strong organisational skills with the ability to manage multiple priorities.
- Discretion and professionalism when handling confidential information.
- A demonstration of flexibility – willing to take on new tasks as the role evolves.

Desirable

- Experience working in a charity or not-for-profit organisation.
- Relevant qualification (e.g. AAT or similar).
- Knowledge of GDPR and confidentiality when handling personal or financial data.