ROLE PROFILE

Job Title: Payroll Assistant/AP clerk	**Date role profile reviewed:** Dec 2014	
Reports to: Payroll Team Leader	**Department / Business Area: Finance**	
Role Purpose: Effectively manage payroll process to ensure the correct payment of Gold Medal Travel Group's payroll through accurate and timely preparation of monthly input file.		

ACCOUNTABILITIES

Key Result Areas (+%)	Key Tasks	Performance Indicators/metrics
Payroll **60% of time**	Assist Payroll Team Leader with all aspects of payroll. These tasks include, but is not an exhaustive list; • Payment of monthly salaries • Payroll analysis • Completion all monthly timesheets • Develop strong links of communication with the relevant personnel in the call centre to ensure accurate capture of absence and commission payments • Overseeing the accurate capture of Starters and Leavers to capture their payment requirements and action accordingly • Production of monthly payroll analysis of Actual and FTE Heads of Management. • Accurate administration of the Pension Scheme, Maternity payments, PAYE, NIC and Bupa. • Ensures that Attachments of Earnings Orders are paid promptly to the relevant authorities. • General and adhoc queries and the processing of various enquiries. • Assisting the production of End of Year documents with the appropriate information supplied to the Revenue within the time limits imposed by them. • Assisting the production P11ds and supporting information for submission to the Revenue within the time limits imposed by them. • Assisting with the administration of HMRC Payment and reconciliations, BUPA Online, CTAOE, AEO and CSA Deductions, Pension providers, Sage 50 payroll, Access Databases, Childcare Provisions and other payroll deductions. • Communicates well at all levels and shows respect to customers and colleagues alike	• Accurate payroll submitted, minimum errors or complaints • Directors and Managers furnished with accurate financial information • Accurate and timely completion of monthly timesheets using information from commission, overtime, sickness. • Commission paid accurately and absence recorded • All new starters and leavers are documented correctly. • Pension payments are made on time and the spreadsheet is kept up to date. • Statutory Maternity Payments are processed and records kept up to date. • PAYE and NIC are forwarded to the Revenue on time • Bupa scheme is kept up to date. • Attachments of Earnings orders paid on time • Mortgage application enquiries processed accurately.

		• DWP/HMRC enquiries are processed • Monthly reconciling of payroll deductions • End of year documents supplied on time. • P11D's submitted on time

Key Result Areas (+%)	Key Tasks	Performance Indicators/metrics
Accounts Payable 40% of the time	• To ensure all Suppliers invoices are processed and matched accurately to the relevant ledger currency account. Both manually and via EDI • Supplier payments are processed within the required deadlines to ensure GM does not incur extra charges and passengers aren't adversely affected. Preparing payments which will included multiple multi-currency runs via BACS/WIRE/CREDIT CARD • Responsible for ensuring Supplier Statement Reconciliations are completed • Full investigation of any suppliers discrepancies on invoices • Open communication with Supplier and other departments of GMT in relation to any discrepancy. Ensuring suppliers and internal contacts are chased regularly for resolution to invoice queries. • To ensure period ends are completed within the 1st trading day of a new period, all reports are stored and back-up is available. Communicated to other areas of Finance • To ensure all systems are updated each period with new currency rates. • To ensure that currency updates are passed to the relevant department in order for them to run the necessary programmes • Identify losses to GMT and record to the loss form • Competent user of Sage and all Bespoke systems • Openly communicate with other areas within Finance to ensure all relevant information is received to aid cash flow forecasting and currency purchasing. • Ensure open communication with other departments within the business to aid in problem resolution. • Develop relationship and liaise effectively direct with supplier. • Manage relationships with both internal and external audit. • To work as part of a team and assist other team members when required • Responsible for General Housekeeping within the AP function	• Reduce labour intensive invoice processing, by introducing EDI invoicing to top suppliers. • Regular monthly payments worldwide. BACS & CC payments weekly, working with the Treasury dept to ensure that sufficient funds will be available. • Key accounts identified and full monthly reconciliation performed for Audit purposes • No suppliers charge will be processed unless it is correct or a reason has been established for processing. • Individual's have full responsibility for identified accounts • All PDP's are completed bi-annually and monthly catch up meetings take place. • Regular meetings are held with other areas within Finance. • Monthly meetings held with destination managers • Ownership of individual members of the team for communication with suppliers

Key Result Areas (+%)	Key Tasks	Performance Indicators/metrics

PERSON SPECIFICATION

CAPABILITIES PROFILE – leadership, management or personal skills/knowledge, qualities	
Essential: • Attention to detail • Excellent communication and negotiation skills • Self motivated • Numerate • Positive can do attitude • Ability to work cross department	Desirable: • Reliable self starter • Works as part of a team and supports colleagues to achieve team goals • Drives own development • Meets or exceeds personal objectives
CAPABILITIES PROFILE – technical skills/knowledge	
Essential: • Experience of large payrolls of over 500 employees. • Experience of using Sage 50 payroll. • Excellent knowledge of Microsoft Excel and other Microsoft products essential.	Desirable: • Experience of using Access databases.
ORGANISATIONAL INFORMATION	
Direct reports: Payroll Team Leader/ Accounts Payable Team Leader	**Resources, Scale and Scope of Role, Location and any Travel factors:**

Interfaces with: Every department within Gold Medal Travel Group plc	Based in Preston may require some travel but very infrequently

Employee: _____ Date: _____

Manager: _____ Date: _____