

# LOCAL SOLUTIONS

## JOB DESCRIPTION

**Date:** August 2010

**Position:** Finance Assistant - Payroll  
**Responsible To:** Payroll Manager - Financial Controller  
**Responsible For:** Assisting Finance Team

### JOB PURPOSE

With the Finance Department, assist in:

- Providing quality internal services, liaising with other parties (internal and external) as required.
- With colleagues, providing a customer focused service that supports the Financial Controller and the Local Solutions Business Plan.

- Assist with preparation of payroll information including excel spreadsheets and import files
- Provide back up to Payroll Supervisor.
- Follow-up queries with internal and external departments.
- Some general bookkeeping duties.
- To compile information for statutory returns and statistics as required.
- To provide general assistance in the day-to-day running of the finances of Local Solutions.
- Any other associated duties as required by the Financial Controller.

To make an active and effective contribution to the Finance Department's policy, direction and management.

Provide clear support to colleagues across the organisation inspiring others to achieve, by generating trust and confidence.

## **CORE RESPONSIBILITIES**

### **Strategy development and review**

- To understand and support the services within the Local Solutions Business Plan; to develop and deliver a wide range of services that in conjunction with other strategies, will make life better for the people and places Local Solutions is here to support.
- To work with colleagues within Finance Department to develop challenging but realistic targets against which the department can measure its progress in delivering its Business Plan.

### **Developing partnerships and working with others**

To have a role in developing and maintaining:

- Local Solutions profile by providing excellent customer focused support to the Finance Department through dealing with all internal and external parties.
- Strong and effective relationships between the teams in Finance, which have an important role to play in helping to plan and deliver the Local Solutions Business Plan.
- To ensure that all contact with Local Solutions is professional, suitably hospitable and efficient.

### **Planning and delivering programmes**

With the Financial Controller to develop, maintain and ensure the effective operation of processes for creating appraising, approving, delivering and evaluating the impact of all administrative and secretarial work that are required for smooth service provision.

### **Risk management**

- To ensure that there are efficient systems in place to protect the information provided and stored for Local Solutions within the job role.
- To work with the Financial Controller to ensure that robust contingency plans are in place in line with the Local Solutions Disaster and Contingency Policy.

## **Monitoring performance**

With the Financial Controller and other relevant Managers to develop, maintain and ensure the effective operation of systems to monitor – and report to appropriate levels of detail and audiences on – Local Solutions performance in:

- Delivering its Business Plan
- Meeting any internal or external demands for information to demonstrate compliance with targets, standards, statutory, regulatory or other requirements.

## **Teams and Staff**

To work with the Financial Controller to ensure you have the necessary level of skills to effectively carry out your responsibilities and have the support you need to carry them out effectively.

To ensure that:

- Meetings regularly take place between staff and their managers at all levels to agree plans of work and to review people's progress in meeting their roles and responsibilities.
- Where necessary, issues are reported upwards to ensure that action is planned and its implementation monitored.
- All members of every team within Finance are kept informed on relevant issues and consulted as appropriate.

## **Corporate**

- To play a full role in understanding and interpreting the changing environment Local Solutions operates in and effectively using this information in developing Local Solutions vision and plans for realising it.
- To actively and effectively contribute to the Team in driving forward the organisation to meet its strategic objectives in all matters of corporate management.

## **General**

- To carry out any other duties appropriate to this post, as necessary or as requested.
- To promote and represent Local Solutions at local meetings and with other related organisations as appropriate and agreed with the Financial Controller.

- To ensure that all activities within area of responsibility comply with the Health and Safety Policy.
- Implement Local Solutions Equal Opportunity policies and Strategies ensuring that all practices and procedures are in accordance with good equality and diversity practice and that staff are aware of equality and diversity considerations in respect of their duties.
- To be aware of and adhere to all Local Solutions policies.
- Be aware of and implement Local Solutions policies and procedures as directed and set out within those policies and procedures. This includes seeking guidance and advice, if appropriate.

JOB HOLDER..... DATE.....

REPORTING TO..... DATE.....