

## **Finance and Payroll Manager - Detailed Job Description**

### **Core role**

Manage the small finance office and its two full time staff, and the complete business finance function.

Keep accounting and tax records up to date as required by law, manage cashflow, produce monthly management accounts, process monthly payroll, and prepare and file quarterly VAT returns.

Work closely with the Directors in providing financial information and advice.

Use Sage50 Accounts, Sage50 Payroll and Microsoft Office (Excel, Word, Outlook)

### **Management and Financial Accounting**

- Prepare monthly sales reports by department for the directors by c. 5<sup>th</sup> of following month
- Prepare monthly management accounts by department for the directors by c. 21<sup>st</sup> of following month
- Maintain fixed asset register and post depreciation
- Ensure bank accounts are reconciled weekly
- Reconcile other balance sheet accounts monthly (eg control accounts, debtors, creditors)
- Post monthly journals (eg wages, milk contract, recharges, accruals and prepayments)
- Review to ensure department codings are correct
- Oversee stock valuations for 30 June and 31 December each year, and post stock adjustments into Sage
- Carry out additional financial analyses as needed
- Prepare final Extended Trial Balance including all year-end adjustments and corrections needed to give accurate results for the year
- Provide this ETB and all supporting information needed to external accountants and liaise with them over preparation of final statutory accounts for Companies House in time for the filing deadline.

### **Bank and Cash**

- Maintain rolling cashflow to accurately forecast the bank position at the end of each week.
- Keep directors up to date with the bank position
- Email remittance advice to suppliers via Sage
- Liaise with relevant third parties, in conjunction with farm consultant, over payment terms for fertiliser and sprays, and ensure milk contract money is received
- Make monthly payments for rent and farm subcontractors
- Manage HP / Finance agreements including correct accounting entries
- Monitor orders placed for the farm via the buying group and pay by agreed date
- Provide holiday cover for till reconciliations and banking.
- Post cash expenses paid from till takings, recorded on till reconciliations
- Post expenses paid from petty cash.

### **Payroll and HR**

- Check timesheet totals (most staff are hourly-paid and submit weekly timesheets)
- Process monthly payroll for all staff, using Sage Payroll, and file RTI reports
- Create BACS file for wage payments

- Arrange for wages to be paid on last Friday of month, and manage cashflow around this
- Review monthly spreadsheet allocating staff costs to department, correct / update if needed, and post wages into Sage Accounts
- Pay HMRC PAYE by 22<sup>nd</sup> of following month
- Manage annual leave for all staff
- Manage leavers/joiners process including
  - Draw up contracts for new staff (using existing templates)
  - Request references
  - Ensure all required documentation is received / given (tax codes, P45s, etc).
  - Update Sage Payroll and BACS data
  - Manage auto-enrolment assessments
- Manage pension joiners/leavers, monthly pension payments and any other pension admin
- Ensure all expense claims are for legitimate business expenses only (hence P11Ds not needed for most staff)
- Prepare and file P11Ds for directors and shareholders
- Check final PAYE/NIC position at PAYE year-end and liaise with HMRC over any corrections needed

#### **Other**

- Prepare, review and file quarterly VAT returns using Sage Accounts' Making Tax Digital for VAT filing process
- Prepare quarterly Capital Assets Survey
- Keep records and report results for contract farming agreement with neighbouring farmer
- Ensure grant income (RPA, Stewardship, etc) is received and records are kept as required (liaising with farm consultant)
- Oversee sales and purchase ledgers and help team with postings/queries
- Monitor debtors - send statements and chase for payment if required