

JOB TITLE: PAYROLL & FINANCE OFFICER



JOB PURPOSE

The role of the Payroll & Finance Officer is to oversee salary payments and support the HR and Business Director with managing client's accounts for payroll services and internal finance management.

ROLE SUMMARY

To provide and maintain a day to day operational support function for the business including Payroll and finance administration. To be the first point of contact for all finance and payroll queries. To ensure that the finance and Payroll administration is kept up to date and accurate to enable the smooth running of the function with the required information easily accessible; to provide an excellent service to our clients both internally and externally. by providing payroll processing services with the result of delivering accurate and timely pay runs to employees, while adhering to company policy and processing deadlines.

MAIN PAYROLL DUTIES OF THE ROLE WILL INCLUDE:

- Overseeing payroll for clients and internal payroll for staff
- To be the first point of contact for all payroll queries from clients and staff.
- Perform administrative payroll duties which involves preparation and processing of payroll; this includes entering data into the payroll systems, verifying accuracy of figures and computations, balancing payroll totals, and maintaining detailed records.
- Responsible for set up and maintenance of employee level tables to include direct deposit, union benefits/deductions and dues, expatriate payroll, and other general deductions
- Responsible for processing and validation of special payments such as severance, stock options, commissions, overtime, etc. Responsible for running leave accruals
- Attention detail: checking and inputting data for payroll from a variety of spreadsheets (timesheets, overtime, holiday pay); Ensure all relevant pay data is input to meet payroll timetables and deadlines
- Taxation: Running errands to tax and client offices
- Dealing with payroll/GRA/SSNIT/employee/HR and payroll enquiries
- Oversee communication with bank for payroll transfers and amendments as necessary for payroll
- Perform administrative HR duties involved starter payroll set up internally and for clients, processing new starters, leavers, maternity and paternity leave administration
- Monitoring holiday allowance, maintaining the training record internally and for clients
- Recording and collation of sickness absence
- General administration duties including paper and electronic filing, telephone answering, scanning, photocopying, e-mailing, typing, scanning relevant documents sending to client
- Maintenance of computerised HR/Payroll system and paper-based filing system
- Provide payroll support and advice to clients as required

FINANCIAL DUTIES:

- process authorized invoices such as service agreements, consultants and partner fees efficiently and accurately;
- process authorized bank transfer requests;
- prepare monthly cash flows;
- Assist accountant with preparation of budgets and auditing.
- Process all invoices.
- Managing OML finance records and payments (e.g. petty cash, transport, expenses, income etc).
- Send invoices out to clients on time and log payments as they are collected
- Ensure proper documentation of receipts
- Pay in all cash and cheque payments received from clients into the company's bank account
- Seek new business for the company
- Ensuring the processing and reporting of financial transactions e.g. invoices and the management of contracts, supplier payments
- Ensuring that the payroll and finance administration is kept up to date and accurate to enable the smooth running of the business area with the required information easily accessible
- Reporting: provide data for and prepare management information reports on a weekly/monthly basis for payroll and finance
- Business Development: Selling OML payroll /services to existing and new clients in general
- Making presentation on Payroll services to potential clients
- Provide payroll training to members and clients
- Any other reasonable duties as may be required by the company