

Job Description	
Job title: Payroll and accounts manager	Hours: 40 hours per week
Reporting to: Finance Director	
Base: Central Office	

Job Purpose
The Payroll and Accounts Manager supports with the flow of money into and out of the organisation, handling invoicing, payment collection, vendor management, and financial reconciliation. The ideal candidate plays a crucial role in accurate bookkeeping and ensuring financial accuracy and compliance.

Responsible for:	Person Specification
Accounts Receivable - Opening and closing billing lines and liaising with the home to ensure these are accurate. - Raising timely and accurate invoices in line with the residents' contract - Processing and recording collection of payment including direct debit collection. - Maintaining records regarding account statuses. - Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date. - Research and resolving account discrepancies. - Credit control and debt collection in line with company policy. This includes sending bill reminders and contacting clients to discuss their accounts. - Reconciliation between invoices, payments and AR records - Reporting on aged receivables and any potential bad debt. - Supporting the homes to best manage their accounts receivable. Accounts Payable - Reviewing, verifying, and uploading invoices onto the accounting system - Payment runs and invoice checking to ensure invoices are paid within agreed credit terms - Expense reconciliation and payment – including team expenses and petty cash - AP reconciliation Payroll	Essential Qualifications - Minimum 5 years of accounts management experience in a similar role Proven Experience in the following areas - Working in a high pace environment with different priorities - Values driven - Experience within a care home group (desirable) Skills and knowledge - Advanced Excel skills - High attention to detail - Self-motivated

- Oversee payroll process – calculating wages, managing employee benefits, compliance with tax regulations, payroll reports, reporting any discrepancies.
- Liaising with the business administrators at home level with regards to any payroll queries.
- Overall payroll administration
- Processing expenses

Other

- Accurate recording of financial transactions and maintenance of the general ledger
- Bank reconciliations
- Supporting with financial system implementation
- Financial Compliance e.g. VAT returns and confirmation statement filings
- Procurement research support
- All day to day banking
- Finance point of contact for Team and Residents

This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.