

## CORPORATE SERVICES DIRECTORATE

### **Payroll, Accounts and Finance Officer**

(Band C, full-time (37.5 hours), fixed term for 3 years)

#### **Purpose**

The primary purposes of the role are to carry out the payroll service; to administer the Civil Services Pension Scheme; to support carbon management accounting, and to support the Management Accountant by providing an effective and efficient financial management and accounting service to the Cairngorms NPA Core and Project companies.

This is a career graded post, with starting salary grade C adjusted upwards to Band D on achievement of a CCAB professional accountancy qualification which the Authority will support, if that is the career progression the post holder seeks. The post is suitable either for someone who can demonstrate they have the aptitude and skills to pick up payroll and pensions administration from day one and has commenced training towards a career in finance; or is already a part qualified accountant, who will use their experience in the role towards achieving their qualification.

#### **Responsibilities**

##### **Payroll and Pension**

- To deliver the Authority's payroll service effectively and within due deadlines, ensuring accurate payments are made to staff, HMRC, and Cabinet Office and ensuring that all payrolls are reconciled and supported by appropriate paperwork and audit trails;
- To ensure payroll expenditure is accurately and appropriately recorded in the CNPA finance system, and that the finance system is reconciled to the payroll system;
- To act as lead officer on the administration of the Civil Service Pension Scheme, ensuring that the Authority's roles and responsibilities are carried out in respect of the Civil Service Pension Scheme, and in turn ensuring submission of the annual Accounting Officer Certificate and checklist to the Cabinet Office. Establish and maintain good partner relationships with MyCSP and the Cabinet Office Pensions team;
- To deliver the Scottish Land Commission's (SLC) payroll and pension service, ensuring payroll processed and accurate reports provided to SLC's administrator to enable her/him to pay staff, Inland Revenue and pensions administrators on time, and that all payrolls are supported by appropriate paperwork and audit trails

##### **Finance**

- To support various financial and corporate planning processes, such as development of the Authority's pay remit, Corporate and Operational Plans and budgets and financial forecasts, through development of forecasts and budgets manipulating HR and financial data.
- To support the Management and the Authority's budget holders as required in the development, monitoring and management of the Authorities budgets, and management and financial accounting processes.
- Support the Management Accountant in management of financial support services to externally funded projects, including assisting and compiling submission of

financial returns to funding bodies, supporting audit activity on project expenditure, preparation of management and financial accounts

### **General**

- Deliver carbon management modelling and reporting based on established templates
- Contribute to the work of the Corporate Services Directorate and CNPA as a whole and ensuring compliance with financial procedures. In particular, provide support to areas of work where the post-holder's numeracy and analytical skills help support development of data models and data analysis – for example in our delivery of carbon management plans and presentation of corporate performance indicators;
- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary; and
- All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

### **Person Specification - Knowledge, experience and training**

#### **ESSENTIAL**

- Part qualified accountant (or relevant financial training), or accountancy (or relevant) qualification; (Applications from fully qualified accountants will be considered, however the grade of the role will not be reviewed for a minimum of 1 year and therefore the initial recruitment is fixed at Band C for the first year in post).
- Demonstrable aptitude and skills to deliver payroll and pensions administration services;
- Must have excellent numerical skills and substantial, proven experience of using excel spreadsheets and manipulating financial data and figures;
- Demonstrable capacity to analyse information and to present the results of that analysis in a clear and accessible manner;
- Excellent communication skills – verbal, written and presentational;
- IT skills – word processing, spread sheets, data bases;
- Full UK driving licence or access to driver if disability prevents driving.
- Must have experience of handling confidential information, and respecting and adhering to that confidentiality
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#### **DESIRABLE**

- Knowledge and experience of running an organisational payroll and managing all associated tax and other returns;
- Knowledge and experience of administering a pensions scheme, preferably the Civil Service Pension Scheme
- Knowledge of and experience in using Access Payroll and Accounting packages (Sage 200)