Job Specification: Finance & Payroll Administrator

Department: Corporate Finance
Scale: HQ 1
Line managed by: Payroll Manager
Location: MAG HQ, UK

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people.

Job Purpose:

To support the delivery of effective transaction processing within MAG's Corporate Finance Department

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Job Description

General Administration

- Monitor the Payroll inbox, respond to queries within a timely manner and escalate to the Payroll Manager where appropriate
- Ensure electronic documentation is filed in accordance with MAG's working practices
- Open all Finance and Payroll post and distribute as appropriate
- Undertake other ad-hoc finance and payroll administrative work

Finance Duties

- Prepare supplier payments including international payments and BACS payment runs
- Liaise with the bank regarding recalled payments, compliance investigations and other ad hoc queries
- Assist the Head of Financial Compliance and Corporate Finance Manager in the preparation of samples for Grant and Statutory Audits
- Administer the HQ safe cash system including the provision of cash advances, cash payments, carrying out bank runs as necessary

Payroll

- Collate manual expense claims and salary deductions and input into the payroll system
- Process Salary Drawdown Forms (SDD) and distribute to Country Finance Managers on a monthly basis
- Support the Payroll Manager in the administration of overseas shadow payrolls
- Review the monthly Childcare Voucher invoice and input changes into the payroll system
- Produce the monthly pension upload file for the Payroll Manager to review
- Prepare the balance sheet reconciliations for the payroll related codes

All HQ staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of prioritising work to meet tight deadlines
- Proven administration experience

Essential Skills and Knowledge

- Strong numerical and analytical skills
- High level of attention to detail
- A clear written and verbal communicator, with a courteous, professional manner
- Proficient in the use of Microsoft systems including Excel and Word
- Ability to learn bespoke systems quickly

Essential Aptitude

- A methodical and thorough approach to tasks set
- An ability to work calmly under pressure to meet deadlines and respond promptly to requests
- An enthusiasm to collaborate as part of a team
- An interest in, and commitment to, MAG's humanitarian mandate

Qualifications

- GCSE's (or equivalent) in Maths and English grades A*-C or AAT Level 2

Desirable

- Experience of working in a similar finance/payroll admin role
- Experience of working for a charity/international NGO
- Basic knowledge of double entry bookkeeping
- Knowledge and use of an accounting system
- Knowledge and use of a payroll system

Signed employee:	**Date:**
Signed manager:	**Date:**