



## ***Managing and developing the Forum for our visitors and tenants***

We are looking to make an appointment to the following position:

**Payroll & Accounts  
Assistant  
Part Time -25hrs  
£24,000 - £26,000 per annum (pro rata)  
(Depending on experience and qualifications)**

# INFORMATION PACK

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## **COMPANY OVERVIEW**

The Forum opened to the public in 2001 and since then has been managed and maintained by the Forum Trust, an independent, self-financing charitable company. We are responsible for the main Forum building, 2 Millennium Plain and external areas around both buildings.

<i><u>Directly managed</u></i>	<i><u>Tenanted</u></i>
Forum Building	Millennium Library
Events and Exhibitions	BBC East and Radio Norfolk
Internal and external public spaces	Pizza Express and Café Bar Marzano
Gallery	Tourist Information Centre
Auditorium	Jarrold Shop
Car Park	2 Millennium Plain offices and shops
	Norwich CAB

Further information about the building's facilities and the events that can be enjoyed here can be found on our website: [www.theforumnorwich.co.uk](http://www.theforumnorwich.co.uk).

The Forum Trust has a small team of approximately 30 permanent staff, we also employ a team of casual staff for events.

# **JOB DESCRIPTION**

## **POST: PAYROLL AND ACCOUNTS ASSISTANT**

### **Scope of the Post:**

An opportunity has arisen to join the finance team within the Forum Trust.

The core element of the role is to collate and input information for production of the monthly payroll, send reports online to HMRC and liaise with the pension administrators. The successful candidate will also be involved in assisting the finance department with general credit control, inputting of sales and purchase invoices, dealing with day to day mail and office enquiries together with budgeting and year end routines.

#### *Payroll*

- Produce monthly payroll for The Forum Trust to the contractual processing dates.
- Produce all statutory external, and any internal, submissions and reports required.
- Undertake all other administration tasks associated with payroll, including liaising with staff and the HR representative as required.
- Act as company liaison with all associated external pension advisors and companies.

#### *Nominal Ledger*

- Assist with maintenance of all nominal ledgers
- Assistance with production of ad hoc reports and financial information as required.
- Investigating discrepancies.

#### *Sales Ledger*

- Raise invoices and maintain sales ledgers for all departments.
- Allocation of monies received to accounts/invoices.
- Exercising credit control, providing statements and analysis to tenants and chasing up outstanding debts.

#### *Purchase Ledger*

- Code and input invoices in to the purchase day book
- Allocation of monies paid to accounts/invoices.

#### *General*

- Assist the finance team as required during month end or annual leave for purchase ledger, sales ledger and banking requirements.
- Provide full support during the year end process to the Head of Finance; including the production of the relevant agreed supporting schedules, dealing professionally with the auditors and assistance in taking the statutory accounts to the manager/client review meeting.
- Any other duties commensurate with the role.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	AAT or Payroll equivalent or working towards.	Working towards a professional accountancy qualification (ACCA, CIMA, CIPFA or similar)  Relevant degree level qualification or equivalent
<b>Experience</b>	Experience/knowledge of payroll systems and producing monthly payroll  Knowledge of payroll reporting to HMRC  Previous experience in an Accounts Assistant or payroll role  Maintenance of Nominal Ledgers and Balance Sheet reconciliations  Assisting in producing month end management accounts and yearly budgets.  Dealing with customers and external agencies  Administrative support	Pension and HR knowledge  Financial management and statutory reporting.  Experience of IT systems and processes  Assisting the team with month end management accounts and yearly budgets production
<b>Skills</b>	Excellent communication skills  Excellent IT skills including Excel  Attention to detail  Able to use your own initiative  Problem solving and organised  Evidence of ability to work to tight deadlines and manage multiple tasks  Flexible and working co-operatively with others	

## **MAIN TERMS AND CONDITIONS**

**Detailed below are the main terms and conditions of employment:**

### **Hours**

The hours are to be worked between the core times of 9-5.30 Monday to Friday as agreed with the Head of Finance.

### **Payment of Salary**

Monthly Bank Transfer on the 20<sup>th</sup> of each month.

### **Annual Leave**

Full time leave allowance is 25 days per annum plus bank and public holidays this will be pro rata for the role in question.

### **Pension Arrangements**

The Forum Trust will make a contribution of up to 5% of salary matched by an employee contribution, once the probation period has been successfully completed.

### **Probation**

There is a three-month probationary period for all new starters.

### **Equal Opportunities Policy**

We are committed to equal opportunity in employment and recruitment. Applications are considered on the basis of their suitability for the post regardless of sex, race, ethnic origin, disability, age, marital status, domestic responsibilities, sexual orientation or religious affiliation. Suitability will be assessed on the basis of factual information provided by candidates. Give as much information as possible, including information about experience gained outside employment and any other factors or circumstances which you would like to be taken into account.

## **THE APPLICATION PROCESS**

If you would like to apply for this position please forward either a completed application form or your CV both with a covering letter explaining why you feel you are a suitable candidate to our HR services provider, quoting reference **TFT122**

HR Team [Ref: TFT122)  
Flagship Group  
31 King Street,  
Norwich  
Norfolk  
NR1 1PD

Email: [Recruitment@Flagship-Group.co.uk](mailto:Recruitment@Flagship-Group.co.uk)

Application Forms can be obtained from: [www.theforumnorwich.co.uk](http://www.theforumnorwich.co.uk)

To discuss this role in more detail, please contact Sonya Cooper on 01603 727970

The Forum Trust Limited  
The Forum, Millennium Plain, Norwich, NR2 1TF  
T (office): 01603 727950

**CLOSING DATE FOR APPLICATIONS: 9am, 20 September 2019.**

Interviews will be held at The Forum on 2<sup>nd</sup> October 2019

References will only be taken up after interview.

The successful candidate may be subject to an enhanced DBS check.