

**Shildon Town Council**  
**Accounts and Payroll Assistant**

Job Description

Job Summary

To provide general accounts and payroll support and to maintain and update the Sage Line 50 Accounting and Payroll Systems.

Duties and Responsibilities

Payroll

- Payroll and associated personnel records
- To provide an efficient and effective payroll processing service.
- To supply wages/salaries estimates for budget purposes
- To complete the computerisation of personnel records and thereafter to maintain and update those records.
- To prepare appropriate documentation for new starters/changes in terms and conditions for existing employees including starter and leaver forms, pension and payroll forms.
- To provide a first point of contact for managers, employees and outside agencies on personnel issues generally and upon terms and conditions, pensions and payroll issues specifically, and to give advice and assistance as appropriate to the level of responsibility of the post.
- To extract and collate statistical and other information to external bodies as required by the Town Clerk.
- To provide appropriate and timely information to external bodies such as the Inland Revenue.
- To ensure that confidentiality is maintained and that the requirements of data protection legislation are adhered to in relation to all payroll and personnel matters.

Financial Administration

- To process the payment of invoices for the supply of goods and services
- To raise sundry debtors accounts for services provided
- To post invoices and sundry debtor accounts to the main accounting system

- To assist in the preparation of data for the purpose of budgetary control and the production of the final accounts
- To provide general accounting support
- To prepare the month-end closedown and the production of reports for costing purposes and to undertake bank reconciliations etc
- To complete VAT and any other relevant returns
- Any other duties commensurate with the grade

### General

To undertake such other work as may reasonably be required which is commensurate with the grade and responsibilities of the post.