

# JOB DESCRIPTION

**YMDDIRIEDOLAETH  
GOFALWYR**

Croesffyrdd  
Gorllewin Cymru

**CARERS  
TRUST**

Crossroads  
West Wales

<b>TITLE:</b>	<b>Finance Officer</b>
<b>SALARY:</b>	£19,171 - £19,945
<b>CONTRACT TYPE:</b>	Permanent
<b>PENSION:</b>	5%
<b>ANNUAL LEAVE:</b>	20 days per annum plus 8 bank holidays (pro rata) depending on experience.
<b>DBS:</b>	Not applicable
<b>HOURS:</b>	37 hours per week
<b>LOCATION:</b>	Carers Trust Crossroads West Wales Office, Llanelli
<b>EMPLOYED BY:</b>	Carers Trust Crossroads West Wales
<b>RESPONSIBLE TO:</b>	Finance Manager

## **OVERALL AIMS OF THE POST:**

- Support the Finance Manager and colleagues in the efficient running of the organisation.
- To assist with the preparation of pay calculations.
- Transfer and condense data into a simple systems database for accurate documentation and record-keeping.
- Provide reports to management, senior leadership and key stakeholders if needed.

## **AREAS OF RESPONSIBILITY**

- Enters data from paper records into database management system within specified timeframe.
- To prepare, input and process all relevant payrolls ensuring cut off times for changes to payroll are observed and meeting payroll deadlines and targets.
- Reviews data to ensure accuracy of data input and prioritises projects in order of importance.
- Backs up important data files to secure storage system.
- Follows policies and procedures and reports changes necessary to improve systems or reduce costs.
- Learns systems and staying updated on upgrades and procedural changes.

- Updates spreadsheets and populating reports for regular review by management and senior leadership.
- Ability to retrieve information held on computer systems to generate reports.
- Interacts with clients as well as team members from other departments regarding data input.
- Maintain accurate records of computer and software systems updates, upgrades, and other changes.

### **Team working/Networking and Liaison**

- To support the team effort in processing fluctuations in workload.
- To support senior managers in the production of accurate data in a responsive time.

### **Administrative/Service Development**

- Administrative duties such as filing forms and reports, scanning, and photocopying.
- Ensures confidentiality of information by keeping confidential data private and secure.

### **General**

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied, always.
- To comply with Carers Trust staff Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post.

# PERSON SPECIFICATION

Essential	Desirable
<p><b>Knowledge and Experience</b></p> <p>Working with and implementing policies, procedures, and guidance.</p> <p>Solution focussed / problem solving ability.</p> <p>Clear understanding of the Health &amp; Safety at Work Act and own and others' responsibilities.</p>	<p>A good knowledge of office systems and procedures relating to payroll statistics and data.</p> <p>An understanding of the statutory and third sector support service provision in Carmarthenshire.</p>
<p><b>Qualifications</b></p> <p>A good standard of general education and ability to demonstrate relevant experience.</p>	<p>To have achieved education at Diploma/QCF Level 3/A Level.</p>
<p><b>Skills and abilities</b></p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to use IT effectively including proficient experience of Excel, email, Word, and experience of using data bases.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to use your initiative and work independently and as part of a team.</p> <p>Ability to plan, prioritise and manage workload to meet deadlines.</p> <p>Good self-awareness and commitment to continuous professional development.</p> <p>Have excellent Maths's skills with attention to detail.</p>	<p>Ability to communicate in Welsh.</p>
<p><b>Other</b></p> <p>A commitment to maintain and develop quality standards and quality services and good practice within Carers Trust Crossroads West Wales.</p>	

