



'To positively change and extend peoples' lives through delivering a diverse, high quality health and socially focused leisure service'

## **JOB ALERT: Finance Assistant (Payroll)**

**Location:** Cascades Leisure Centre DA12 4LG

**Hours:** 30 Hours per week

**Salary:** £9.54ph

**Closing date:** 15/04/2022

### **JOB SUMMARY**

You will be responsible to the Head of Finance and Administration for the provision of Finance and Administrative support on a day-to-day basis.

You will be required to contribute to your training and development and to understand your role in Gravesham Community Leisure Limited by attending regular Personal Development Meetings. Your line manager will assist you by maintaining a planned approach to agreeing your personal targets, which will reflect the needs of the business.

### **JOB ACTIVITIES**

1. To assist with the development and maintenance of all management information systems.
2. To input employee data into the relevant management systems in order to process payroll, checking that all relevant starter forms and associated paperwork has been completed correctly.
3. To import online Timesheets on a monthly basis, checking for accuracy and correct authorisation.
4. To carry out the payroll process on a monthly basis, including RTI submissions, payments for Tax, NI, Pensions and any other payroll related deductions.
5. To check the inputting of Payroll on a monthly basis.
6. To co-ordinate/monitor Sickness Levels and Annual Leave and to report any anomalies to the Line manager.
7. To always take reasonable steps to ensure the Health & Safety of yourself, other staff and members of the public who may be affected by your acts or omissions at work.
8. To assist the Head of Finance and Administration in any other related duties relevant to the running of the department.
9. Undertake such other related duties as may be allocated from time to time by the Senior Management Team.

Attractive training and other personal development opportunities are available.

This position will involve evening and weekend work, including public holidays. All employees of GCLL benefit from free centre membership, contributory pension scheme, 4 weeks annual leave, sickness entitlement, and excellent training opportunities.

If you feel you have the skills and knowledge required for the above role, please submit Application to Helen Lake, Head of Human Resources, Head Office, Cascades Leisure Centre, Thong Lane, Gravesend, Kent DA12 4LG or Email [nicky.pye@gcll.co.uk](mailto:nicky.pye@gcll.co.uk).

**GCLL is an equal opportunities employer. Working in Partnership with Gravesham Borough Council and Swanscombe and Greenhithe Town Council**