

Finance & Payroll Assistant – Job Description

Role Purpose:

To support the timely, efficient, and effective delivery of the transactional accounting, financial accounting, management accounting and project accounting services for CPI. To assist with preparation and processing of monthly payroll and payroll related tasks for CPI group companies, which includes (but is not limited to):

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.

Role Specific Responsibilities:

Payroll:

- To manage payroll using the Sage payroll package and ensure e-link connectivity to HMRC.
- To administer Bupa deductions accurately within the payroll system.
- To issue payslips to employees and handle all payroll related queries.
- To actively follow up with employees to ensure timely completion of timesheets.
- To securely process payroll payments using Barclays internet banking.
- To prepare and process month end payroll journals into the Accounting System, incorporating data calculated from both Sage payroll and timesheets.
- To oversee salary sacrifice/exchange schemes, including childcare vouchers, pension exchange and holiday purchase programmes.
- To manage pension scheme administration and monthly returns, maintaining e-link to Aviva (Norwich Union).
- To reconcile month end payroll figures to ensure accuracy and compliance.
- To oversee the reconciliation of payroll year end and produce necessary year end returns such as P35, P14/60, P11Ds and PSA Arrangements.
- To produce and maintain hourly rate calculations compliant with funder requirements.

Timesheet and Expense System:

- To analyse timesheets and issue reports.
- To process expense claims, checking coding and receipts.

Financial Accounting:

- To assist and support the finance team in the preparation of month end schedules for production of monthly and annual accounts, corporation, and R&D tax calculations.

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- To assist with the following activities in the preparation of month end accounts:
 - Processing of journals for month end processes.
 - Maintaining the fixed asset register and records, reconciling lead schedules. Calculation and reconciliation of capital grants released.
 - Maintaining Patent register for financial purposes.
 - Maintaining all records relating to Intercompany balance, including BS Intercompany loan accounts, recharges, trading, and trading with Associated Companies.
 - Maintaining balance sheet cash & PMA reconciliations.
 - Maintaining stock control reconciliations.
 - Preparation and submission of VAT.
 - Maintaining VAT control reconciliation against VAT returns.
 - Maintaining imports, exports.
 - Maintaining and reconciling accrual schedules.
 - Maintaining and reconciling prepayment schedules.
 - Prepare sales reporting and sales analysis.
 - Dealing with external enquires for statistical information.

Purchase Ledger and Cashbook:

- To support other team members within the Finance department.
- To process payments and receipts.
- To manage, post and reconcile bank accounts.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

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CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to GCSE level 4-6 (or equivalent) in Maths and English.	Educated to HND level (or equivalent) in a finance discipline i.e. AAT.
Sage (or equivalent payroll software) experience	

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
- Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. - Has a positive influence on those they are in contact with. - Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. - Aligns their behaviours and actions to our PRIDE values, vision and goals.	- Within area of expertise recognises, identifies and defines problems. - Generates and evaluates alternatives, draws conclusion and analyses risk. - Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.
Communication (Enabling)	Developing self and others (Core)
- Presents complex issues/ data with a high level of clarity and impact, using the appropriate format and driving action. - Is able to write clearly and succinctly recommendations and messages that have the desired effect.	- Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. - Sets personal development goals and deploys strengths to achieve them.

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- Is aware of the impact of their communications and pro-actively seeks feedback for improvement, learning from their experiences and taking ownership of their actions and how they present them. - Is able to influence others by preparing a reasoned argument to adopt a specific tactics or plan, in line with strategy, and persuade others of the merit.	- Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources. - Regularly reflects on own capabilities to identify development priorities.
Collaboration (Enabling)	Delivery (Core)
- Understands the value of establishing effective and supportive relationships, and collaborative working. - Actively listens, questions and observes body language so as to understand communication from others. - Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.	- Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). - Accurately scopes out length and difficulty of tasks and repeatedly estimates correct amount of time needed for tasks. - Refers to lessons learnt from other projects/ tasks with related scope. - Acts with minimal supervision or direction by being purposely empowered to make decisions when needed. - Pays attention to detail and delivers accurate and high-quality outputs.

Knowledge and Experience:

Essential:	Desirable:
Experience of working in a Finance function Experience with payroll processing Experience in month end procedures and processes Extensive experience and ability in use of Excel	Experience of working in private/public sector organisation with exposure to financial accounting processes. D365 experience

Signature of Job Holder By signing this you confirm you have read, understood, and agree to work in alignment with the above job description.	
Printed name Signature Date	