

## JOB & PERSON SPECIFICATION

<b>Role Title:</b>	Payroll and Finance Clerk
<b>Department:</b>	Finance
<b>Location:</b>	Guernsey
<b>Reports To:</b>	Management Accountant
<b>Direct Reports:</b>	None
<b>Hours:</b>	Full-time

**Role Purpose:**

The Shared Resource Finance Clerk supports the Payroll, Payables and Revenue Finance Officers (PFO/RFO) by maintaining accurate and verifiable payroll, financial and management accounting records related to the airline's revenue and expenditure streams.

**Role Accountabilities and objectives:**

The role provides support to the Payroll officer, and gives extra support where needed to the RFO and the PFO as directed by Management Accountant. The areas covered are summarized as:

- Payroll processing: Input payroll data, and static employee information to the payroll systems on a regular basis in a timely manner.
- Payroll reconciliation: Assist with the reconciliation of all data to the final payroll amounts.
- Revenue Reconciliation: Assist with the reconciliation the Passenger Service System (PSS, known as VRS) to the core ledgers and banking systems
- Invoice Processing: Process Sales invoices for amounts due from client accounts (Business Plus) in VRS and record in SAGE.
- Account Reconciliation: Reconcile business plus accounts in VRS and SAGE, GDS/travel agent income to VRS and SAGE as directed.
- Revenue/Claims Processing: Process revenue-related refunds, including customer flight refunds and Claims made by customers as directed by the Commercial team.
- Stakeholder Queries: Respond to queries raised by internal and, when appropriate, external stakeholders.
- Process Documentation: Maintain documentation of processes and procedures to maintain and strengthen internal controls.
- Audit Support: Assist the Financial Accountant by providing required audit information.
- General Support: Support the Senior Finance Team with additional duties as needed.

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### Key objectives of the post holder will be to:

- Provide a shared service to the Payroll team, limited to an average of 15 hours a week and shared service to Management accounting team, limited to an average of 20 hours a week.
- Ensure completeness and accuracy in capturing and reconciling all activity streams.
- Support the Revenue and Payables finance clerks in the completion of required tasks.

### Specific Responsibilities:

Areas where these responsibilities are focused:

#### 1. Payroll Management:

- Accurately maintain core information for employees in the payroll systems.
- Accurately collate and process payroll data to create the monthly payroll for the business.
- Reconcile accounts, resolve discrepancies, and ensure data accuracy.

#### 2. Revenue/Payables Management:

- Accurately record transactions in SAGE and VRS in particular for Business plus accounts, and other corporate account relationships.
- Accurately process and record refunds and claims by Passengers on a daily basis.
- Reconcile control accounts, resolve discrepancies, and ensure data accuracy.

#### 3. Reporting:

- Present completed payroll in line with reporting timeframes for approval by the Payroll Finance officer, and process any changes as a result of this review.
- Present all reconciliations to the RFO/PFO for review and approval in line with the reporting timeframes, and process any changes as a result of this review.
- Provide supporting documentation as directed to enable audited annual financial statements, to be completed in a timely fashion.

#### 4. System and Process Improvement:

- Identify opportunities to streamline accounting processes and improve efficiency.
- Support the RFO/PFO in advancing revenue reporting and reconciliation practices.

### Balance Score Card (Accountabilities)

- Processing: Accurately record all transactional streams using verifiable processes, and applying the DoA.
- Revenue Protection: Maintain effective credit control processes and accurate reconciliations to maintain cashflow.
- Reporting: Process data promptly and accurately to support the production of monthly reports and reconciliations within specified timeframes.

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- **Process Efficiency:** Assist in streamlining financial processes to enhance efficiency and reduce turnaround times.
- **Risk Management:** Maintain up-to-date reconciliations to identify and mitigate financial risks within the airline.

### ***Learning & Growth Perspective:***

- **Professional Development:** Attend CPD, formal training and other learning opportunities relevant to accounting and reporting in airline operations.
- **Performance Improvement:** Actively seek feedback and continually enhance skills.
- **Adaptability:** Be adaptable to changing technical and operational environments.
- **Relationship Building:** Foster positive working relationships with colleagues, including attending company events where appropriate.

### **Essential Skills/Experience:**

- Experience in Payroll and/or Bookkeeping role
- Experienced user of SAGE 200 or other similar accounting package.
- Working knowledge of VRS (Videcom) ticketing system
- Proficient in Microsoft systems particularly Excel and Outlook
- Be well organised with good attention to detail
- Be proactive in approach to all responsibilities with ability to work on own initiative and to specific deadlines
- Excellent interpersonal and communication skills
- Flexible approach to working hours as necessary

### **Desirable Skills/Experience:**

- Experience of aviation sector or high-volume FMCG environments is preferable but not essential.
- Experience working in receivables section of a finance function
- Knowledge and understanding of airline business and accounting requirements.
- Knowledge and understanding of the Channel Islands economy

### **Professional and/or regulatory requirements:**

- Qualified by Experience, Bookkeeping or accounting related qualification is an advantage
- Education and Certifications: Level 2 or 3 minimum (GCSE/BTEC/A level or equivalent)
- Continuous Learning: A commitment to staying current with best practices through appropriate professional development.
- Airside work may be necessary, so to successfully complete GSAT security training and obtain an appropriate airside pass there must be a verifiable five-year work history.
- A current police check will be required

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### All about you:

Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of service both internal and external and be willing and able to adapt to change. A supporter of our VALUES both internally and externally is paramount to you succeeding within our Company.

- Discretion
- Accountable – taking responsibility for work and results
- Approachable
- Attention to Detail
- Resilient
- Adaptable
- Problem Solver

### **PROUD OF YOU PROUD OF OUR AIRLINE**

*Our **PEOPLE** have the potential to achieve, to soar higher and further than they believed possible.*

*Our culture is one of **RESPECT**, inspiration and excellence from the ground to the clouds.*

*With their energy and commitment, our teams on land and in the air make our airline **OUTSTANDING**.*

*We operate with integrity, transparency, honesty and dependability; we stand **UNITED** as one. Safety is paramount, central to everything we do.*

*We are prepared to go the extra mile to **DELIVER** a service to our customers that we are **PROUD** of.*