

Job Title: Payroll and Accountancy Officer

Reporting to: CEO (Jon Hastie or Jamie Hale)

Working hours: 4 hours per month (first month, 6 hours)

Salary: £23,000 pro-rata

Location: Home based

Payroll and Accountancy Officer

Overview

Pathfinders Neuromuscular Alliance is a user-led charity which promotes choice, control and quality of life for teenagers and adults with neuromuscular conditions.

Pathfinders aims to enable teenagers and adults with neuromuscular conditions to access the support they need to maintain good health, become independent, access social and work opportunities and contribute to their communities. We want to ensure standards of care and access to services and information is consistent across the country. We want to develop the skills and confidence of young people with neuromuscular conditions and empower them to take charge of their own health and to build a stronger community to get better services and support.

The payroll and accountancy officer will be responsible for running our payroll each month using Sage, and ensuring that our accounts are kept up to date on a monthly basis, with all receipts and payments correctly filed and uploaded to Sage Accountancy. They will also support with the charity accounts on an annual basis.

We are particularly interested in employing people with lived experience of a neuromuscular condition, particularly adults with NMD but also carers, siblings, parents etc. However due to the urgent nature of the work, the role is open to all, including those without lived experience. We are also particularly interested in employing a woman or someone of another marginalised gender, but as noted above, the role is open to all.

It is essential that all of the people that we employ embody the values of Pathfinders, enabling and encouraging independence, being led by the people we support, rooted in the social model of disability and valuing the importance of sharing lived experience.

Key objectives

- Use Sage to run payroll
- Set up payments for employees as appropriate
- Transfer our accounting system from Excel to Sage Accountancy
- Enter all transactions on Sage Accountancy on a monthly basis to ensure our accounts are up to date
- Support with the annual Charity Accounts

Person specification

In your application you will need to explain how you meet the following requirements:

- Demonstrable experience of using Sage payroll service
- Demonstrable experience of using Sage Accountancy

- Demonstrable experience with Microsoft Excel
- Excellent attention to detail
- Strong problem solver
- Proficiency in written English

Application deadline 02/01/2020