

# Agudas Israel Housing Association Ltd

206 Lordship Road, London N16 5ES, T: 020 8802 3819, F: 020 8809 6206, E: HR@aihalt.co.uk



## Finance / Payroll Officer Part / Full Time

AIHA owns over 800 units in the London boroughs of Hackney, Barnet and Haringey and in Salford, Greater Manchester. We are now looking to recruit a **Finance / Payroll Officer** to provide an efficient payroll service, and as a member of the finance team, support the Director of Finance to ensure the smooth running of the finance functions generally.

### Key tasks

- Adherence to deadlines in respect of: Payroll; HMRC; Pensions Trust; Government returns; and Management requests for information.
- Input all necessary data to the payroll system including staff information.
- Submit the payment of PAYE and N I to HMRC and pension contributions to Pensions Trust by the due dates.
- Be aware of employment law, IR and pension requirements affecting payroll.
- Perform other duties as necessary to ensure the delivery of an efficient and effective finance service to both internal and external users.

### Required specifications

- AAT or an equivalent or part of a recognised accounting qualification.
- At least 3 years working in payroll in the recent past with extensive knowledge of the whole payroll process.
- Good all round computer skills especially in accounting software use (ideally Sage) and very good spreadsheet and moderate WP skills.
- Ability to import and export information, use look up and pivot tables.
- Good communication and interpersonal skills, and the ability to adhere to all required deadlines.

Please forward your CV to [HR@aihalt.co.uk](mailto:HR@aihalt.co.uk) or for a full job description and further details please contact the Human Resources Department on 020 8802 3819.

AIHA is committed to being an equal opportunities employer and service provider.