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| **RESPONSIBLE TO** | Finance Manager  |
| **LOCATION (s)** | Livingston - minimum 3 days a week on site |
| **JOB TYPE**  | Administration |

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| **JOB PURPOSE** |
| The Senior Accounts Assistant supports the finance team in managing the day-to-day financial operations of the business. This role includes responsibility for finance administration, payroll processing, banking and assisting with month-end procedures by preparing financial reports and maintaining accurate financial records. |

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| **RESPONSIBILITIES** |
| * Support and complete all administration required by the Finance team
* Collate and send accurate payroll input data to the payroll provider on a monthly basis, including calculations for overtime, allowances, and salary adjustments.
* Maintain payroll systems to reflect new starters, leavers, and changes to employee salaries.
* Work closely with HR and other relevant departments to ensure payroll data is accurate and up to date.
* Address and resolve employee queries related to salary payments, investigating and explaining discrepancies as necessary.
* Arrange for timely and accurate payment of payroll-related dues to HMRC (e.g. PAYE, NI, P11Ds).
* Prepare and distribute payroll-related reports as required by management or auditors.
* Administer the company pension scheme, ensuring correct contributions are processed and records maintained.
* Support the finance team with payroll-related inputs during the annual external audit.
* Post all daily bank transactions into the Business Central system and issue daily bank reports.
* Manage office petty cash, including handling of foreign currencies as needed.
* Post monthly payroll journals accurately into Business Central.
* Reconcile payroll control accounts, including pension, salary, and PAYE accounts.
* Complete monthly bank account reconciliations.
* Prepare and post accruals and prepayment journals.
* Generate and analyse reports for non-project cost centres, including overheads and equipment maintenance.
* Support the preparation of Environmental, Social and Governance (ESG) reporting.

The above list is not exhaustive, and you may be asked to undertake Ad hoc tasks to build your skillset, support the business or gain more knowledge. |

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| **DIRECT REPORTS / TEAM** |
| None |

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| **REQUIRED EXPERIENCE** |
| Skills* Excellent communication and interpersonal skills.
* Ability to work unsupervised and work on own initiative.
* Excellent organisations skills and patience.
* Excellent attention to detail.
* Ability to prioritise work and work to deadlines.
* Strong problem solver with a solution orientated approach.
* Ability to liaise and build effective relationships with all levels of personnel in the company.
* Maintain good relationships with colleagues within the department and provide support where required.

Behaviours* Work consistently in a professional manner.
* Strong supporter of equality, diversity and inclusion.
* Proactive approach to work.
* Ability to work alone or as part of a team.
* Trustworthy and dependable.
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| **QUALIFICATIONS**  |
| * Part or newly Qualified Accountant/qualified by experience
* Degree or equivalent in Finance/Accounting
* Knowledge of Business Central (desirable).
* Knowledge & experience of payroll administration (desirable).
* Must have the right to live and work in the U.K.
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| **FoundOcean are committed to creating a diverse workforce and are proud to be an equal opportunities employer.**  |