**Communication & Customer Service**

**Recording and Monitoring**

**Quality**

**Team Work**

**Planning & Organisation**

**Specialist Knowledge**

**Charity Focus**

**Leadership**



**Finance & Payroll Coordinator**

**Hours: 18 hours per week**

**Salary: £11,429 rising to £11,616 per annum following successful completion of probationary period**

**Tenure: Permanent**

**Based: Home based with occasional work at one of our offices**

Our Finance Department provides a professional financial service to the Charity & its Trading Companies as well as to staff & volunteers, members of the public and other voluntary, statutory and private organisations. We have a vacancy for a Finance & Payroll Coordinator who will work alongside the Operational Manager (Payroll) and Senior Operational Manager (Finance) to supply support to the team. We are looking for an individual to assist in the delivery of an efficient, confidential and accurate payroll service which meets internal customer needs and ensures compliance with external requirements whilst also supporting the Finance Team in their daily tasks.

The successful candidate will have excellent numeracy skills, sound self organisation and workload management skills with the ability to meet tight deadlines. They will also have good IT skills including using spread sheets. This is a busy and demanding role and the person must have the qualities and skills to effectively manage their time and work output, working in a methodical manner and following procedures.

*‘Everything we do, we do to make a positive difference to everybody that we interact with. Through our values we show integrity and treat each other with respect, kindness and compassion, celebrating our differences and our diverse community’.*

*As an employee of Age UK Nottingham & Nottinghamshire you will be eligible for our attractive package which includes 24 days annual leave (Pro Rata), public holidays, flexible working and a 4% employer contribution pension (in line with auto-enrolment rules). You will also have access to a Blue Light Card, BUPA Employee Assistance Programme and a range of retail, travel and lifestyle employee discounts.*

**How to Apply**

For full details and to download an application pack, please visit our website at: [**www.ageuk.org.uk/notts**](http://www.ageuk.org.uk/notts).

Alternatively, please contact our Human Resources department for an application pack by email [**recruitment@ageuknotts.org.uk**](mailto:recruitment@ageuknotts.org.uk) or telephone **0115 859 9265**.

**The closing date for receipt of completed applications is 5pm Monday 10th February 2025.**

Age UK Nottingham & Nottinghamshire promotes equality and diversity.

*Registered Charity Number: 1067881*