

Shildon Town Council

Person Specification

Job Title: Accounts and Payroll Assistant

Section: Central Services

Grade: Sc4 (£18,070 - £20,138) 20 hrs pro-rata

Requirements	Essential	Desirable	How Identified
Experience / Knowledge			
At least 6 months relevant experience in a finance office setting.	✓		A/F/P
Knowledge of and experience in using computerised financial management systems.	✓		A/F
Working knowledge Sage 50 Accounting and Payroll Systems	✓		A/F
Experience of accounts payable procedures.	✓		A/F
Experience of cashing up, banking and income reconciliation procedures.	✓		A/F
Experience of payroll processing procedures.	✓		A/F
Skills			
Good standard of numeracy and literacy skills and can apply these in the workplace	✓		A/F
Good verbal and written communication skills	✓		A/F

Requirements	Essential	Desirable	How Identified
IT literate with the ability to confidently operate MS Office systems, particularly MS Excel.	✓		A/F
Able to manage time effectively, prioritise and work to deadlines.	✓		A/F
Able to make independent decisions and demonstrate use of initiative in problem solving.		✓	A/F
Can be assertive when appropriate.		✓	A/F
Can maintain, file and retrieve records efficiently.	✓		A/F
Can keep information secure and confidential.	✓		A/F
Education / Training			
Minimum of 5 GCSEs at Grades A-C including Mathematics and English Language (or equivalent qualification e.g. NVQ2).	✓		A/P
AAT qualified or studying towards AAT (or equivalent qualification)		✓	A/P
Personal Attributes			
Effective team player.	✓		A/F
Enthusiastic and positive approach to work.	✓		A/F
Good communicator.		✓	A/F
Customer focussed.	✓		A/F
Able to work on own initiative.		✓	A/F

Requirements	Essential	Desirable	How Identified
Good organisational skills		✓	A/F
Attention to detail.		✓	A/F
Respond quickly to queries and pass on information promptly to colleagues.	✓		A/F

A = Application T = Test F = Formal Interview P = Proof (certs etc)