

PAYROLL & ACCOUNTS ASSISTANT - Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Experience	<ul style="list-style-type: none"> Experience of running an in house payroll system dealing with all aspects of the payroll including deductions, statutory monthly and annual returns and pensions. 	Application form, Interview, Test
	<ul style="list-style-type: none"> A good understanding of how accounting ledgers work. 	Application form, Interview
	<ul style="list-style-type: none"> Experience of working in a finance department or accountancy firm 	Application form, Interview

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
Knowledge, Skills and Aptitude		
	<ul style="list-style-type: none"> Computerised payroll package (Desirable) 	Application form
	<ul style="list-style-type: none"> Knowledge of Manual Payroll Calculations (Desirable) 	Interview, Test
	<ul style="list-style-type: none"> Payrite payroll software (Desirable) 	Application form
	<ul style="list-style-type: none"> Operating a payroll for a care and support provider (Desirable) 	Application form, Interview
	<ul style="list-style-type: none"> Ability to work flexibly to ensure deadlines and timescales are met. 	Application form, Interview
	<ul style="list-style-type: none"> Organised approach and ability to work to deadlines 	Application form, Interview
	<ul style="list-style-type: none"> High Level of Attention to Detail (Essential) 	Test
	<ul style="list-style-type: none"> Experience of Microsoft Office, especially Excel (essential) 	Application form, Interview Test

	<ul style="list-style-type: none"> • Experience of using computerised accounting packages & Sun accounting (Desirable) 	Application form
	<ul style="list-style-type: none"> • Excellent literacy skills and an aptitude for figure work 	Application form, Interview
	<ul style="list-style-type: none"> • GCSEs 	Application form
	<ul style="list-style-type: none"> • Experience of operating controls over petty cash (desirable) 	Application form, Interview
	<ul style="list-style-type: none"> • Understanding of how diversity is important for an employer like Newlon 	Application form, Interview

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Core Competencies	Planning and Organising – being able to prioritise work to meet deadlines	Application form, Interview,
	Financial and numeric awareness – having the ability to use and interpret financial information	Application form, Interview, Test
	Communication – being able to communicate in a clear and understandable way using appropriately non-technical language	Application form, Interview, Test
	Customer Focus – being able to provide timely and accurate information to help manage customer expectations	Application form, Interview,