

Person Specification

Job Title: Finance Assistant (Payroll & Pensions)

Qualifications	Essential	Desirable
5 GCSE A*-C in English and Maths, or equivalent qualifications	✓	
2 A Levels, including Maths at Grade C or above		✓
Accountancy qualification or studying towards one (AAT, ACCA, etc.)		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Finance/payroll experience at an equivalent level		✓
ICT literate, skilled at using Microsoft Excel and comfortable using other Microsoft applications	✓	
Able to work accurately and efficiently under pressure	✓	
Able to deal with orders, invoices and payment reconciliations		✓
Good knowledge of computerised financial and payroll information systems (ideally Oracle), spreadsheets and databases		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Setting priorities and managing workloads effectively	✓	
Excellent analytical skills, with great attention to detail	✓	
Able to work as part of a team and independently	✓	

Problem solving skills	✓	
Other		
Satisfactory DBS check	✓	