

**PERSON SPECIFICATION:**

**Payroll and Finance Administrator**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** | A good standard of education (minimum of GCSE level Maths and English or equivalent) |  |
| **Experience** | Dealing with customer queries | A knowledge of the key aspects of RSL business and finance function  Cashbook and banking  Payroll Processing  Sales ledger  Purchase Ledger  Direct Debit Processing |
| **Knowledge, Skills & Abilities** | Works well under pressure, self-motivated, able to manage own workload effectively  Drive and commitment  Highly developed interpersonal skills  Flexible and able to work as part of a team  High level of literacy and numeracy  Good communication skills  Able to deal in a professional manner with colleagues and people outside the organisation  Commitment to continuous training and development and ability to identify own skill gaps  Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn | Able to analyse and scrutinise financial and non-financial information |