

**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 bankingPayroll ProcessingSales ledgerPurchase LedgerDirect Debit Processing |
| **Knowledge, Skills & Abilities** | Works well under pressure, self-motivated, able to manage own workload effectively Drive and commitmentHighly developed interpersonal skillsFlexible and able to work as part of a teamHigh level of literacy and numeracyGood communication skillsAble to deal in a professional manner with colleagues and people outside the organisationCommitment 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 |