

# Shildon Town Council

## Person Specification

**Job Title:** Accounts and Payroll Assistant

**Section:** Central Services

**Grade:** SCP 11 £21,748 pro rata (pay award pending)  
20 hours per week

Requirements	Essential	Desirable	How Identified
<b>Experience / Knowledge</b>			
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
<b>Skills</b>			
Good standard of numeracy and literacy skills and can apply these in the workplace	✓		A/F
Good verbal and written communication skills	✓		A/F

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
<b>Education / Training</b>			
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
<b>Personal Attributes</b>			
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

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)**