

Yeovil Town Council



JOB SPECIFICATION

Payroll & Finance Assistant

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Minimum of 5 GCSEs (including Maths and English) 	<ul style="list-style-type: none"> 2 A Levels (or equivalent)
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> Working in an office environment Providing advice and support to others Awareness of regulations that affect local authorities – VAT, PAYE Sound IT skills Knowledge of Microsoft Office Suite, specifically Excel Working as part of a team Data input Excellent administrative skills Excellent numeracy skills 	<ul style="list-style-type: none"> Experience of using a payroll system Experience of using finance systems Awareness of Financial Regulations Developing and implanting control processes successfully Knowledge of VAT Knowledge of PAYE and National Insurance Knowledge of LGPS Knowledge of GDPR
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Positive, committed, through and confident approach Excellent attention to detail and high levels of accuracy Ability to communicate with a range of stakeholders in a polite and efficient manner Ability to prioritise routine tasks in line with deadlines Ability to maintain confidentiality, work discretely and handle sensitive information with discretion Works within recognised policies, procedures, working practices, processes and systems. Ability to problem solve Ability to demonstrate initiative and willingness to learn new tasks 	<ul style="list-style-type: none"> Ability to deliver service excellence
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Committed to equal opportunities 	