

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

POST TITLE: Payroll Assistant (Fixed Term Contract)

DEPARTMENT: Finance

POST REFERENCE: o615-166

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Good standard of education evidenced by GCSE results or equivalent	E	Application form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Office experience	E	Application form/ interview
Experience of using computerised systems	D	Application form/ interview
Numeracy, literacy, accuracy and attention to detail	E	Interview/Test
Knowledge of statutory requirements including PAYE and NI	D	Application form/ interview
Ability to prioritise with good time management skills	E	Interview/Test
Well developed interpersonal and communication skills	E	Interview
PERSONAL AND INTERPERSONAL QUALITIES		
Ability to work flexibly as a member of a team	E	Interview
Ability to exercise tact, diplomacy and confidentiality	E	Interview
Ability to remain calm and focussed	E	Interview
Ability to work under pressure and to tight deadlines	E	Interview