Control Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Ability to use Windows based software.
2. Experience of creating, manipulating and updating spreadsheets and databases.
3. Effective numeracy skills to process manual calculations.
4. Experience of payroll and HR Admin.
5. Ability to prioritise workloads to meet tight deadlines.
6. Good organisation and time management skills.
7. Effective verbal and written communication skills.
8. Excellent Customer Service Skills with experience of promoting and maintaining positive working relationships with customers (both internal and external).
9. Understanding the need to maintain confidentiality.
10. Ability to work as part of a team and on own initiative.

Desirable

1. An understanding of HMRC legislation and statutory requirements.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?