



## **Job Description**

### **Part Time Accounts/Payroll Assistant**

#### **Job : Accounts/Payroll Assistant (Part Time)**

**Closing Date:** Friday 21<sup>st</sup> June 2019 @ 5pm  
**Contract:** Part Time  
**Working times:** 16 hours per week. (2 days per week) 9am to 5.30pm Wednesdays and Thursdays  
**Salary:** Dependant on experience.

NOTE: Free Car Parking available.

We are recruiting for a part-time Accounts/Payroll Assistant our busy Belfast Based office.

#### **Duties and Responsibilities:**

- Input of the following on the sage Line 50 accounting system to include,
  - Invoicing
  - Payments
  - Processing Purchase invoices
  - Managing creditors and debtors
- Processing of company Payroll for over 150 employees (sage Payroll)
- Processing of employees holidays

#### **Essential Criteria**

- At least 2 years previous experience carrying out the duties and responsibilities as set out above.
- Ability to use own initiative
- Ability and experience of managing own workload to ensure to meet deadlines.

#### **Additional Information:**

Crumlin Road Gaol expects all employees to work as a team in a friendly and professional environment. During busy periods they will require all employees to contribute in other areas of the business to ensure a smooth and professional service is delivered.

All applicants must be aware that in some cases they may be required to contribute to other areas of the business.



## **Employment Application Form**

*Please read the following points before completing application form.*

- Please read the job description before completing this form.
- All information on this form will be treated in confidence and will only be used to assess your suitability for the job applied for.
- Failure to complete this application form correctly and in full will lead to your application not being processed further.
- Due to the high number of applications anticipated, Crumlin Road Gaol Visitor Attraction and Conference Centre will only notify successful candidates.
- A reserve list may be compiled for any future vacancies within a nine month period.

**Job Applied for:**

**Job Ref No:**

**(if applying for more than one job, please enter all jobs above)**

**Surname:**  **Forename/s:**

**Address:**

**Post Code:**

**Home Tel Number**  **Mobile Number**   
If Any

**Email Address**

**National Insurance Number:**

Do we need to be aware of any reasonable adjustments in order to facilitate your attendance at interview?

**Yes/No**

**If Yes, please give details:**

**Qualifications:**

Exam type (GCSE/A Level etc.)	Date Taken	Subject	Grade

Verification of the above qualifications will be sought at Job offer stage.

Please include any other information i.e. Training courses etc.

Subject	Date Completed

### Employment History

The following section must be completed in full. Starting with your most recent employer. Incomplete areas may result in your application not being processed any further.

Name and address of employer	From (Month/Year)	To (Month/Year)	Position and responsibilities	Reason for Leaving

Continue on a separate sheet if required.

### Gaps in Employment

Please detail below any gaps in your employment history, including any periods of unemployment and volunteering etc..

Date	Reason for Gap



## References

Please include the following details of two previous employers from whom a reference may be obtained. Please include your most recent employer.

Name

Address

Tel No.

Email:

Occupation:

Name

Address

Tel No.

Email:

Occupation:

## Additional Information in Support of Application.

In this section please demonstrate how you meet the essential and desirable skills, experience and qualifications as detailed in the job description. (Continue on a separate sheet if required) If applying for more than one job, the info below must be included for each job.

### Criminal Record Declaration

Have you ever been convicted of a criminal offence?

Yes/No

If yes, please give details and dates of each conviction which is not spent together with details of any penalties imposed.

- An enhanced Access NI check will be required for successful candidates.

### Salary and Notice Period

Present Salary

Notice Required   
*From current employer*

### Availability

*Please detail below your regular availability:*

<b>Day</b>	<b>AM</b>	<b>PM</b>	<b>Evening</b>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Sunday</i>			



## Application Declaration

Before submitting your application please read it carefully. If you omit information we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary action or in some circumstances legal action against you. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading my employment may be terminated without notice. I understand too that an enhanced disclosure check may be sought in the event of my application being successful.

I have read and understood the declaration.

Signed:

Date:

Please email your completed application to [accounts@crumlinroadgaol.com](mailto:accounts@crumlinroadgaol.com)