

CASHBOOK/PAYROLL OFFICER

We are looking to recruit a Cashbook/Payroll Officer to join our Finance Team.

The position will be responsible for maintaining GPL's bank and cash accounts and the sage cash book module in accordance with GPL guidelines, including reconciliations and to process the weekly and monthly payrolls including the updating of the payroll system in liaison with HR.

The ideal candidate will have:

- Knowledge and understanding in the use of accounting systems, preferably Sage 200 and Profile
- Knowledge and understanding of payroll requirements including statutory regulations
- Intermediate level of Microsoft Office products, especially Excel
- Good organisational skills with the ability to work to deadlines
- Good Communication skills with the ability to work in a team
- A methodical approach, with good attention to details

Hours of work: 36 hours per week Monday to Friday.

To find out more about the position please contact Tracy de la Haye, Commercial Accountant, on 733526.

For an application form and to apply for the position please contact Sophie Gavey, HR Officer on 733552 or email sgavey@guernseypost.com.

Closing date: Tuesday 1 November 2016