



Payroll Supervisor

Location: Bristol; 35hrs per week

Remuneration: £17,586 - £19,253 per annum

Payroll Assistant

Location: Bristol; 35hrs per week

Remuneration: £15,568 - £17,058 per annum

An exciting opportunity has arisen to join the WECIL team in these important roles. The two successful candidates will be responsible for the accurate maintenance of all financial records and will be working closely with the Finance Manager in managing the finances of the payroll company.

WECIL provide a payroll service via its subsidiary company, DPS Payroll and Trading Services Limited, to enable direct payments recipients to pay their staff correctly and on time.

The successful candidates will have experience of working within a payroll environment dealing with large volumes of small payrolls.

You must have the ability to understand and respond to customer needs, be able to communicate in an effective manner, both written and verbal at all levels in a fast paced, changing environment.

For an application pack please email: reception@wecil.co.uk quoting ref: PAYR supervisor or PAYR assistant

Telephone: 0117_9038900 (voice and minicom)

Application packs are available in accessible formats. Please contact Janice Saunders to discuss any access needs.

Closing date for applications: 27th November 2009 @ 16.00hrs.

WECIL particularly encourages applications from under represented groups (e.g. Disabled People, people from Black and minority ethnic groups, Lesbians and Gay Men).

