

Person Specification

Job title: Payroll Officer

Location: Trust central team and school Finance offices

	JOB REQUIREMENTS	Essential	Desirable	Assessment method
Knowledge, Experience and Skills	Strong understanding of PAYE, NI	✓		A/I
	Extensive knowledge of statutory payments & deductions including SSP, SMP, tax & NI	✓		A/I
	Experience of working with computerised payroll systems	✓		A/I
	Ability to organise time and work to tight multiple deadlines, keeping calm under pressure	✓		A/I
	Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A/I
	Experience of implementing a new in-house payroll system		✓	A/I
	Excellent IT Skills	✓		A/I
Qualifications	Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience	✓		A
	CIPP Payroll Technician Certificate, or equivalent, or related experience	✓		A
Other Skills	Ability and willingness to undertake professional development.	✓		A/I
	Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/Ref
	Ability to work effectively as part of a team.	✓		I/Ref
	Maintain strict confidentiality of information	✓		A/I
Interpersonal Skills	Highly motivated with a can do attitude and a positive demeanor		✓	A/I
	The ability to deal with dispute sensitively and discretely	✓		A/I
	Ability to foster good relations with a range of colleagues at all levels	✓		A/I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I/Ref