

**Payroll Officer
Person Specification**

Criteria	Essential	Desirable
Qualifications		
Payroll qualification		✓
CIPP certification		✓
Relevant degree or solid education to A Level or equivalent	✓	
Work Experience		
Experience in administering in-house payroll systems for 200+ employees.	✓	
Administration of HR systems for 200+ employees.		✓
Recording and monitoring of absences on an HR system including liaising with staff to obtain the required documentation.	✓	
Maintaining up to date records of pay for all employees, processing HR changes including starters, leavers and current staff variations.	✓	
Checking and/or calculating payable hours, added hours bonuses, pension and implementing statutory deductions.	✓	
Administering and processing of statutory sick and maternity pay, liaising and advising staff of such matters.	✓	
Have good working knowledge of pensions processes and compliance requirements in relation to payroll submissions.		✓
Experience in checking and ensuring payslips are all accurate for staff, handling any enquiries as they arise.	✓	
Producing and reconciling payroll reports and downloads of data.		✓
Provision of reports, for example for Government Gender Pay Gap or reporting for Office of National Statistics.		✓
Experience of working with others to improve outcomes.	✓	
Awareness of confidentiality and data protection issues.	✓	
Personal Qualities		
Excellent interpersonal skills and ability to communicate proactively with stakeholders at all levels	✓	
Meticulous attention to and eye for detail	✓	
Energy, resilience and sense of humour		✓
Ability to problem solve, show initiative	✓	
Ability to train staff to enable a wider use of staff-based portals		✓
Ability to work alone and collaboratively within a small team	✓	
Ability to prioritise work and work to deadlines	✓	
Ability to speak with confidence	✓	
Empathy and patience for young people with complex needs	✓	
Empathy with staff and ability to handle their queries with patience and understanding	✓	
Knowledge and understanding		
Knowledge and understanding of charitable trust and/or school payroll processes and procedures		✓
Basic knowledge of HR administration, ability to undertake HR duties when required and to work closely with HR functionality	✓	
Willing to undertake training on the Trust's current HR and payroll systems	✓	
Willing to undertake appropriate CIPP and other relevant payroll training	✓	
Ability to maintain procedures and controls applicable to the payroll and HR systems where required	✓	

Experience/knowledge of Microsoft Office including a good working knowledge of Excel	✓	
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