

**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 | ✓ | |

