

**Senior Payroll Officer
Person Specification**

Criteria	Essential	Desirable
Qualifications		
Payroll qualification such as minimum CIPP level 4 or equivalent	✓	
Relevant degree or solid education to A Level or equivalent	✓	
Work Experience		
Proven, substantial experience in an in-house payroll position (minimum 200 employees).	✓	
Recording and monitoring of absences on an HR system including liaising with staff to obtain the required documentation.	✓	
Payroll processing experience, in regard to overseeing the end -to-end monthly payroll, including inputting starter, leaver, and variation data. Administering and processing of statutory sick and maternity pay, liaising and advising staff of such matters.	✓	
Experience in statutory compliance. With a good working knowledge of pensions processes and compliance requirements in relation to payroll submissions. Calculating and managing statutory deductions, PAYE, NI, SSP, SMP and pension contributions.	✓	
Experience in checking and validation. Reviewing of payroll inputs and output reports to ensure accuracy before final payment runs. Ensuring payslips are all accurate for staff, handling any enquiries as they arise.	✓	
Reporting and auditing experience: Conducting payroll reconciliations, generating reports, and assisting with year-end processes (P60s, P11D). Provision of statutory and ad hoc reporting, e.g. Government Gender Pay Gap, or attendance monitoring reports for HR/SLT.	✓	
Experience in a supervisory role		✓
Personal Qualities		
Awareness of confidentiality and data protection issues.	✓	
Excellent interpersonal skills and ability to provide expert guidance and advice, proactively with stakeholders at all levels	✓	
Strong analytical skills, with ability to conduct manual calculations and reconcile data. For example: checking and/or calculating payable hours, added hours bonuses, pension and implementing statutory deductions.	✓	
Meticulous attention to and eye for detail	✓	
Ability to problem solve, show initiative	✓	
Willingness to undertake any future training, and ability to train others, passing on beneficial knowledge.	✓	
Ability to work alone and collaboratively within a small team	✓	
Ability to maintain up to date records, prioritise work and work to deadlines, whilst happy to join in with all aspects of office administration, including housekeeping and filing.	✓	
Ability to speak with confidence	✓	
Empathy and patience for young people with complex needs	✓	
Ability to act as a senior point of contact for complex payroll queries from staff, HR and external bodies such as HMRC, having empathy with and an ability to handle all queries with patience and understanding	✓	
Energy, resilience and sense of humour		✓
Knowledge and understanding		
Extensive knowledge of UK payroll legislation and tax regulations	✓	
Knowledge of HR administration, ability to undertake HR duties when required and to work closely with HR functionality	✓	
Proficiency in payroll software, Excel and Microsoft Office	✓	
Ability to support the testing and improvement of the Trust's payroll/HR software systems.	✓	
Willing to undertake further appropriate CIPP and other relevant payroll training if required	✓	
Knowledge and understanding of charitable trust and/or school payroll processes and procedures		✓