

# PERSON SPECIFICATION



**Post: Payroll Officer**

**Prepared By:** Alison Darbyshire

**Date:** September 2024

ATTRIBUTES	REQUIREMENTS	Essential (E) or Desirable (D)	HOW IDENTIFIED (Application Form, Interview or Test etc)	WEIGHTING HIGH (x3) MEDIUM (x2) LOW (x1)
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE in Maths and English or equivalent</li> <li>Higher level Maths based qualification</li> </ul>	E D	A A	3 1
<b>Work or Other Relevant Experience and Associated Vocational Training</b>	<ul style="list-style-type: none"> <li>Knowledge and experience of payroll processing (we would consider a traineeship at a lower grade for the right candidate)</li> </ul>	E	A&I	3
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Chris21 would be an advantage although training will be provided</li> <li>A good level of Pensions, HMRC and tax-related experience would be a huge benefit.</li> </ul>	D D	A&I A&I	1 1
<b>Job Related Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good written and verbal communication skills</li> <li>Computer literate with good keyboard skills</li> <li>Possess high standards of accuracy and maintain a professional approach to work.</li> <li>A good maths-based understanding, attention to detail and ability to manipulate data and accurately report is essential.</li> <li>Be highly organised &amp; self-motivated</li> <li>Excellent customer care &amp; communication skills in liaising with stakeholders</li> <li>A proven track record of completing tasks within set deadlines</li> <li>Exceptional Probity</li> <li>Ability to provide quality checking and challenge as appropriate</li> </ul>	E E E E E E E E	A&I	3 3 3 3 3 3 3
<b>Physical Abilities (only if a justifiable requirement for the post)</b>	<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>Other e.g. Availability for Unsocial Hours</b>	<ul style="list-style-type: none"> <li>Hours to be flexible around payroll requirements</li> </ul>	E	A&I	