

## PERSON SPECIFICATION

**POST TITLE: PAYROLL OFFICER**
**GRADE: 7**

			RELEVANT CRITERIA	HOW IDENTIFIED	ESSENTIAL/ DESIRABLE
1.	<b>EDUCATION &amp; QUALIFICATIONS</b>	1.1	Professional Payroll qualification (IPP or equivalent)	Application Form/Certificates	B
		1.2	Graduate of equivalent level of expertise	Application Form/Certificates	B
2.	<b>KNOWLEDGE &amp; EXPERIENCE</b>	2.1	Detailed knowledge of Payroll Experience	Application/Selection Process	A
		2.2	Good Understanding of Microsoft Word and Excel	Application/Selection Process	A
		2.3	Experience of managing a computerised payroll system such as Sage	Application/Selection Process	A
		2.4	Experience of calculations of payments	Application/Selection Process	A
		2.5	Detailed knowledge of LG and Teachers conditions of service	Application/Selection Process	B
		2.6	Detailed knowledge of legislation affecting payment of salaries and provision of benefits	Application/Selection Process	B
		2.7	Knowledge of both the Teacher Pension Scheme and the Local Government Pension Scheme employer responsibilities	Application /Selection Process	B
3.	<b>TECHNICAL SKILLS/ABILITY</b>	3.1	Excellent Communication Skills	Application/Selection Process/Interview	A
		3.2	High Level accuracy and attention to detail	Application/Selection Process/Interview	A
		3.3	Good time management for meeting strict deadlines	Application/Selection Process/Interview	A

		3.4	Analytical approach to problem solving	Application/Selection Process/Interview	A
		3.5	Negotiation Skills	Application/Selection Process/Interview	A
4.	<b>CHARACTERISTICS</b>	4.1	Must be able to work on own Initiative, resolving issues when they arise	Selection Process /references	A
		4.2	Able to manage your own resources and professional development	Selection Process /references	A
		4.3	Tact and diplomacy, having the ability to make difficult decisions whenever required	Selection Process /references	A
		4.4	Honesty and respect for confidentiality and discretion	Selection Process /references	A
		4.5	Must be capable of establishing good working relationships	Selection Process /references	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.