

Payroll Clerk

Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications and experience	GCSE/CSE in English and Maths	✓		A & I
	General office experience including filing, photocopying and general typing		✓	A & I
	Experience of Working as part of a team		✓	A & I
	Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I & T
	Demonstrate a good working knowledge of SAGE Payroll		✓	
	Payroll Administration Experience	✓		A, I & T
	Knowledge of Local Government Pension Scheme		✓	
Personal and interpersonal	Attention to Detail	✓		A & I
	Good Organisational Skills	✓		A & I
	Ability to work to deadlines	✓		A & I
Special Skills and Aptitudes	Ability to communicate with a wide variety of staff and external contacts	✓		A & I
Staff Development	Willingness to undertake staff training as required	✓		A & I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I
Physical	Able to fulfil the duties of the post	✓		I

* A = by application, R = by references, I = assessed by Interview