

The Education Alliance

Payroll Supervisor

Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	GCSE/CSE in English and Maths	✓		A
	Relevant qualifications or proven experience in either payroll administration/pension administration.	✓		A
	Numerate and financially aware.	✓		A & I
	Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I & T
	Experience of SAGE Payroll		✓	A & I
	Experience of the Local Government Pension Scheme and the Teachers' Pension Scheme.		✓	A & I
	Experience of working in a payroll service.		✓	A & I
	Experience of salary sacrifice schemes.		✓	A & I
	Experience of monitoring budgets and providing required reports to deadlines accurately and meaningfully.		✓	I & T
	Knowledge of statutory requirements and legislation relating to payroll.		✓	A & I
	Knowledge of PAYE and NIC		✓	A & I
	Knowledge of third party payments and disbursements.		✓	A & I
	Knowledge of year-end processes and procedures		✓	A & I
	Knowledge of and ability to balance and reconcile payrolls.	✓		A & I
Personal and interpersonal	Ability to develop and maintain good relationships with colleagues, external bodies and students.	✓		I
	Excellent verbal and written skills.	✓		A & I
	Good analytical and problem solving skills.	✓		I
	Ability to follow procedures, pay attention to detail and produce accurate high quality work in a timely manner.	✓		A & I
	Good organisational skills with the ability to work flexibly to meet deadlines and respond to unplanned situations.	✓		I
	Ability to communicate effectively when dealing with sensitive, contentious issues	✓		I
	Ability to work to deadlines in a busy environment, where speed and accuracy is essential.	✓		I

Special Skills and Aptitudes	Approachable manner with a customer focus.	✓		I
	Ability to communicate with a wide variety of staff and external contacts, explaining information clearly and simply.	✓		I
Staff Development	Willingness to undertake staff training as required	✓		I
Competencies	<p>Deciding and initiating action (makes prompt, clear decisions which may involve tough choices or considered risks; takes responsibility for actions, projects and people; takes initiative; acts with confidence and works under own direction; initiates and generates activity)</p> <p>Supporting and co-operating (demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight)</p> <p>Applying expertise (applies specialist and detailed technical expertise; develops job knowledge and expertise through continual professional development; shares expertise and knowledge with others; uses technology to achieve work objectives; demonstrates an understanding of different organisational departments and functions)</p> <p>Planning and organising (sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones)</p>	✓		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 and Recognition of Abuse training when required	✓		I

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