

PERSON SPECIFICATION – Payroll Manager

	ESSENTIAL	DESIRABLE/HELPFUL	HOW IDENTIFIED
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE grade C or equivalent in English and Maths • Proven ability to use ICT - Payroll software / Microsoft Office • Experience of payroll and HMRC requirements • Experience of processing payroll and dealing with queries using a computerised system • Evidence of the ability to work co-operatively with multi-disciplinary professionals, governors and other agencies for example; auditors • Experience of working within a HR or Finance Environment • Substantial administrative experience 	<ul style="list-style-type: none"> • Relevant training / qualifications e.g. payroll or financial qualification(s) membership to CIPP • Experience of finance in an educational setting • Knowledge of teachers and local government pension schemes • Experience of staff management 	Application / References / Interview
SKILLS AND APTITUDE	<ul style="list-style-type: none"> • Advanced Excel skills • High standard of numeracy and literacy • Confidence and ability to manage own workload within set deadlines • Excellent oral and written communication skills • Well-developed multi-tasking and time-management skills • Ability to build excellent relationships with colleagues and external contacts • Teamwork and collaboration • Able to understand and carry out instructions • Good problem solver 	<ul style="list-style-type: none"> • Understand and manipulate numerical and statistical data 	Application / References / Interview

<p>MOTIVATION AND SOCIAL SKILLS</p>	<ul style="list-style-type: none"> • Show initiative • Ability think logically and calmly when under pressure • Confidentiality and discretion at all times Ability to work independently or as part of the team • Smart and professional appearance • Full clean driving licence • Honesty, trustworthiness and integrity • Commitment to CPD • Supportive of school Catholic ethos 		<p>Application / References / Interview</p>
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