



GREENWOOD ACADEMIES TRUST

PERSON SPECIFICATION

HR Payroll/Pensions Assistant

	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE standard or Grade C or above in English and Mathematics.	✓		Application form
Experience:			
Recent experience of working within a pensions/payroll service	✓		Application form; at interview and reference
Use of finance/HR related computer software systems	✓		Application form; at interview and reference
Recent experience in a customer service environment	✓		Application form; at interview and reference
Local Authority Pensions experience		✓	Application form; at interview and reference
Working knowledge of MS Office Applications, particularly Word, Excel and Outlook	✓		Application form; at interview and reference
Knowledge of balancing and recording payrolls	✓		Application form;
Knowledge of PAYE and NIC		✓	at interview and reference
Knowledge of statutory requirements and legislation relating to payroll		✓	Application form;
Numerate and financially aware	✓		at interview and reference
Knowledge of Year End processors and procedures		✓	Application form;
Knowledge of third party payments and disbursements		✓	at interview and reference
Experience of salary schemes		✓	Application form;
Personal and Professional Skills and Attributes:			
Highly motivated and enthusiastic.	✓		Application form and at interview
Flexibly approach to working hours		✓	Application form and at interview
High professional standards.	✓		Application form and at interview
Ability to prioritise work to deadlines and organise workloads	✓		Application form and at interview
Ability to work effectively as a member of a team.	✓		Application form and at interview
An understanding of the need for confidentiality.	✓		Application form and at interview
Willingness to play a part in the wider life of the Trust.	✓		Application form and at interview

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓

The Greenwood Dale Foundation Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.