

PERSON SPECIFICATION Payroll Administrator

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- Level 3 qualification or equivalent in relevant area, i.e. Business Administration
- Level 2 or equivalent qualification in Maths and English
- Experience of payroll administration, preferably in an education setting

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good general communication skills
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Excellent IT skills and proficient in Word, Excel and Outlook
- Excellent attention to detail, and accuracy in data entry and calculations
- Able to work independently but also as part of a team
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
- Able to prioritise workload and consistently meet tight deadlines

Experience: type, level and length.

- Experience of working in a payroll department, dealing with high volumes of data

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A flexible approach to work
- A sense of responsibility
- Integrity
- Ability to maintain confidentiality and deal sensitively with confidential issues.
- Ability to deal with staff with tact, diplomacy and discretion

Special Factors: e.g. hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- Preferably hold current driving licence for driving between schools