

PERSON SPECIFICATION

JOB TITLE:	<u>Payroll Administrator</u>
JOB BAND:	<u>3</u>

GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

Qualifications & Education	Weighting (Essential or Desirable)
5 GCSE's Level A-C (Including Maths and English)	Essential
Payroll Qualification	Desirable

Knowledge and Training	Weighting (Essential or Desirable)
Proficient in Microsoft word, excel and other office applications	Essential
Payroll experience	Desirable

Experience	Weighting (Essential or Desirable)
Previous experience of working in a busy office, using computerised systems	Essential
Experience in the administration of electronic expenses or payslip systems	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Committed to supporting the production of an accurate payroll within strict deadlines	Essential
Enthusiastic, with a pre-disposition towards the delivery of good customer service	Essential
Dedicated to the provision of a professional payroll service delivering high customer satisfaction	Desirable

Courteous, polite, and flexible. A willingness to assist colleagues	Essential
Ability to work as part of a Team.	Essential
Able to establish and maintain beneficial working relationships with associates	Essential
Ability to convey routine and complex processes and procedures to a wide range of people.	Desirable

Analytical & Judgement Skills	Weighting (Essential or Desirable)
Numerate, accurate & neat	Essential
Sound judgement and analytical skills	Desirable

Planning & Organisational Skills	Weighting (Essential or Desirable)
Ability to manage own workload and work under pressure using a range of communication skills	Essential

Physical Skills	Weighting (Essential or Desirable)

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Marie Hartshorne
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