

Person Specification
Payroll Manager

	Essential	Desirable	How Identified
Qualifications and Training	<ul style="list-style-type: none"> Experienced payroll practitioner Experience of running an end to end payroll process A recognised qualification in a payroll discipline Training in the use of Microsoft Applications – particularly Excel 	<ul style="list-style-type: none"> Knowledge of operating payroll systems – experience of Carval Payroll would be an advantage although not essential as training will be given. Recognised payroll/pension qualification 	Application form References Interview
Knowledge and experience	<ul style="list-style-type: none"> Significant experience within payroll, able to demonstrate a comprehensive knowledge of the key payroll processes such as joiners, leavers, maternity, paternity, student loans, PAYE and NI payments, P35, P45, P60, P11D. Experience with Auto Enrolment, RTI Experience in the running of month end processes, payroll reports and preparing tax and NI payments. Experience of working with journals or general ledgers. 	<ul style="list-style-type: none"> Experience of handling multiple payrolls Experience of school payroll Knowledge of local government terms and conditions Knowledge of teachers and local government pension schemes Knowledge and understanding of general finance duties. 	Application form References Interview
Skills and abilities	<ul style="list-style-type: none"> The ability to prioritise work within set deadlines Effective oral/written communication skills – able to exchange complex information clearly and sensitively. Strong organizational skills and the ability to be pro active Good interpersonal skills and ability to build effective 		Application References Interview

	relationships with colleagues and external links.		
Other Requirements	<ul style="list-style-type: none"> • Ability to obtain a clear DBS enhanced clearance. • Ability to adhere to the Trust's policies and procedures and most importantly the equal opportunities policy, safeguarding policy and all health & safety related policies. • Ability to contribute to the life of the Trust 		Application Interview References