



Person Specification

Job Title

Payroll Administrator

Qualifications

Essential

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| • Maths and English Functional Skills at Level 2 or GCSE Grade C. | A/I |
| • Payroll experience in a Finance or HR Department | |

Desirable

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| • Relevant level 3 qualification or higher in Payroll or Finance. | A/I |
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Key skills

Essential

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| <ul style="list-style-type: none"> • Proven ability to develop positive working relationships with individuals at all levels (internal and external) • Excellent communication skills. • Proven organisation and time management skills • A systematic approach to work with proven problem-solving skills | A/I |
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Experience

Essential

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| <ul style="list-style-type: none"> • Experience of processing payroll. • Experience of working within organisations of 250+ staff. • Experience of working in an educational establishment | A/I |
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Desirable

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| <ul style="list-style-type: none"> • 5+ years of payroll experience and the ability to cover management of the function where necessary. • Experience of working as part of a payroll function using on-demand Pay/advances (Level) | A/I |
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Knowledge

Essential

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| <ul style="list-style-type: none"> • Comprehensive knowledge laws and regulations. • Understanding of processing payroll requirements. • Excellent knowledge of Excel and general payroll reporting. | A/I |
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Desirable

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| <ul style="list-style-type: none"> • Knowledge of the on-demand Pay/advances (Level) • Experience using IRIS/Cascade. | A/I |
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Other personal requirements

Essential

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| <ul style="list-style-type: none"> • Reliable, motivated, patient, empathetic • Ability to maintain confidentiality | I |
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Desirable

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| • Flexibility to work the hours and days to meet the needs of the college | I |
|---|---|

How we intend to assess your match with our person specification

A Application Form I Interview