

## **Payroll Officer**

### **Person Specification**

#### **Knowledge, Skills and Experience Needed for the Job**

1. Experience in payroll, and the use of a computerised payroll system (preferably SelectPay)
2. Understanding of payroll legislation and processes
3. Basic knowledge of pay and conditions of Local Government and Teaching staff
4. Basic knowledge and understanding of Local Government and Teachers Pension schemes.
5. Proven ability to work effectively either as an individual or a member of a team and relate effectively with staff on all levels.
6. Good customer service ethos and ability to communicate in a clear and concise manner.
7. Proven ability to quickly learn new information, processes and procedures.
8. Proven ability to meet deadlines and identify and resolve issues.
9. Intermediate or Advance Level in Excel.