

## Person Specification – Payroll Administrator

<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
<b>QUALIFICATIONS</b>		
Association of Accounting Technicians Certificate Or Equivalent knowledge acquired by other means		Application form
<b>EXPERIENCE</b>		
Computerised ledgers and integrated payroll systems.	Dealing with computerized ledgers and integrated payroll systems which service a large number of staff (600 plus employees)	Application form/Interview
Working to deadlines dealing with a high volume of complex payroll transactions		Application form/interview
<b>KNOWLEDGE/SKILLS</b>		
Demonstrate knowledge and experience of payroll systems and the interaction with finance systems		Application form/Interview
Demonstrate knowledge in relation to pensions		Application form/Interview
Demonstrate a high level of numeracy and accuracy		Interview/test
Demonstrate good verbal and written communication skills		Application form/interview/test
Demonstrate ICT skills, including a working knowledge of Microsoft office applications (particularly spreadsheets) to intermediate level		Interview/test
Demonstrate an ability to work effectively under pressure in order to meet deadlines		Interview
Demonstrate an ability to work both autonomously and in a team setting		Interview