

## Person Specification – Payroll Supervisor

Essential	Desirable	Means of Assessment
<b>QUALIFICATIONS</b>		
A relevant qualification at SCQF level 8 or above. Or Equivalent knowledge acquired by other means.		Application form
<b>EXPERIENCE</b>		
Working to deadlines dealing with a high volume of complex financial transactions		Application form/interview
Managing and developing staff		Application form/interview
Liaison with a wide range of individuals and external bodies/agencies		Interview
Working with computerised ledgers and computerised payroll and pensions systems	Dealing with computerized ledgers and integrated payroll systems which service a large number of staff (600 plus employees)	Application form/interview
<b>KNOWLEDGE/SKILLS</b>		
Demonstrate extensive knowledge and experience of payroll systems and their interaction with financial systems		Application form/interview
Demonstrate advanced knowledge of Integrated HR and Payroll systems		Application form/interview
Demonstrate high level of numeracy and accuracy		Interview/test
Demonstrate excellent verbal and written communications		Interview/test
Demonstrate proficient ICT skills, including Microsoft office applications (particularly spreadsheets) to intermediate level		Interview/test
Demonstrate ability to process and obtain a variety of information and data using ICT systems		Interview/test

Demonstrate ability to organize own work and work of others and prioritise often conflicting requirements. This requires effective time management and negotiating skills		Interview
Demonstrate ability to convey complex information to a range of audiences and for a range of purposes		Interview/test
Demonstrate ability to work effectively under pressure in order to meet deadlines		Interview
Demonstrate ability to work both autonomously and in a team setting		Interview