**Person Specification: Payroll Officer**

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|  | **Essential** | **Desirable** |
| Education & Qualifications | * Educated to secondary level
 | * Relevant professional qualification or higher education training
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| Skills & Abilities  | * Ability to communicate clearly
* Good organisational/time management skills
* Good Microsoft office skills, specifically Word, Excel and Outlook
* Ability to prioritise a complex workload and work on own initiative as necessary
* Creative problem solving skills
* Good interpersonal skills
* Accurate attention to detail
 | * Microsoft Excel
* Microsoft Word
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| Experience & Knowledge (Paid or Voluntary work) | * Excellent working knowledge of Sage payroll software include multiple employers
* Payroll legislation
* Pension auto enrolment legislation
* Understanding of Independent Living philosophy and Social Model of Disability
* Understanding of person centred working
* Understanding of equal opportunities/anti-discrimination practice
 | * Work or personal experience in a user led environment
* Direct personal experience of impairment and/ or use of Personal Assistance
* Understanding of Independent Living philosophy and Social Model of Disability
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| Personal attributes | * Non judgmental
* Ability to work under pressure
* Ability to recognise work/personal

boundaries* Flexible/able to seize opportunities
* Persistence
* Team worker
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| Other Requirements | * Occasional work at evenings or weekends according to needs of service
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