**Person Specification: Payroll Officer**

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|  | **Essential** | **Desirable** |
| Education & Qualifications | * Educated to secondary level | * Relevant professional qualification or higher education training |
| 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 |
| 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 |
| Personal attributes | * Non judgmental * Ability to work under pressure * Ability to recognise work/personal   boundaries   * Flexible/able to seize opportunities * Persistence * Team worker |  |
| Other Requirements | * Occasional work at evenings or weekends according to needs of service |  |