



# THE FITZWIMARC SCHOOL

TRADITIONAL VALUES — LASTING SUCCESS

## PERSON SPECIFICATION – Payroll Officer

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record in a payroll post in a medium sized organisation including the use of SAGE 50 Payroll undertaking all aspects of payroll</li> <li>• Educated to NVQ Level 3 or equivalent</li> <li>• Experience of working in an environment requiring high levels of accuracy &amp; meeting deadlines</li> <li>• strong literacy &amp; numeracy skills</li> <li>• Working effectively as part of team</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Payroll/Finance qualification or equivalent experience in previous role</li> <li>• Working in a school</li> <li>• Working with children</li> <li>• Previous experience of analysing data and presenting reports</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook</li> <li>• Knowledge and understanding of the payroll process/cycle</li> <li>• Understand and comply with procedures and legislation relating to confidentiality and data protection</li> <li>• Excellent knowledge of SAGE50 Payroll</li> </ul>	<ul style="list-style-type: none"> <li>• A detailed knowledge of payroll systems, taxation / national insurance rules.</li> <li>• A good knowledge of both Teachers and LGPS pension schemes and administration.</li> <li>• A good understanding of accounting principles and their application to payroll</li> <li>• Understanding of IT support systems, packages and services as they relate to the management of school payroll.</li> <li>• Knowledge of school procedures and policies</li> <li>• Understanding of Safeguarding and child protection procedures</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills-ability to be proactive and prioritise work</li> <li>• Good interpersonal skills and ability to build effective relationships with colleagues and external links</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of producing payroll related management reports . Creating bespoke reports from Sage</li> </ul>

	<ul style="list-style-type: none"> <li>• Effective oral/written communication skills – able to exchange complex information clearly and sensitively</li> <li>• Effective time management</li> <li>• Work on own initiative</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Tact, diplomacy, discretion and confidentiality</li> <li>• Flexible</li> <li>• Self-motivated</li> <li>• Ability to remain calm under pressure</li> </ul>	
<b>Statutory/Legal</b>	<ul style="list-style-type: none"> <li>• Legal, statutory and regulatory requirements including an enhanced DBS</li> </ul>	