**Person Specification**

**Payroll Assistant**

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| **Qualifications**  | **Essential** | **Desirable** |
| Good skills in basic literacy and numeracy – Grades A\*-C GCSE in English and Maths  | X |  |
| Willingness to undertake further training | x |  |
| **Experience** |  |  |
| Experience of using an HR and/or Payroll Database |  | x |
| Experience of maintaining and updating employee records and files | X |  |
| Experience of working with confidential information | X |  |
| Previous experience of providing HR and/or Payroll support  | X |  |
| **Skills & Knowledge**  |   |  |
| Highly organised with great attention to details  | X |  |
| Ability to prioritise and effectively meet deadlines | X |   |
| Good IT skills including MS Word, Excel and accounting systems | X |   |
| Have clear and concise communication skills both written and verbal |  | X |
| Understanding the principles of employment legislation |  |  X |
| **Aptitude** |   |   |
| Ability to work independently as well as part of a team | X |   |
| Ability to demonstrate initiative, be proactive and offer a solution-oriented approach  | X |   |
| Interest in developing HR skills and knowledge including gaining relevant qualifications |  | x |
| Determination and commitment to high quality standards  | X |   |
| Ability to establish effective working relationships with all Academy stakeholders | X |  |
| Ability to prioritise work, meet deadlines and work calmly under pressure | X |  |
| Self-motivation, flexibility and enthusiastic approach to work  | X |  |