

Person Specification

Payroll Assistant

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	