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|  **THE** **DIOCESE OF** **SHEFFIELD** **ACADEMIES** **TRUST** | **Flanderwell Early Excellence Centre****Greenfield Court****Flanderwell****Rotherham****S66 2JF****Tel: 01709 718640 option 1****Email: enquiries@dsat.education** |

**THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)**

**PERSON SPECIFICATION**

**Payroll & HR Transactional Officer**

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|  | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications** |
| Qualified CIPP (Chartered Institute of Payroll Professional) to Associate level or above or equivalent qualification.GCSE English and Maths – minimum Grade C or equivalentCertificate in Pension Administration or demonstrate equivalent work experience | **✓****✓** | **✓** | AF /I/ certificatesAF /I/ certificatesAF /I/ certificates |
| **Experience and Skills** |
| Detailed knowledge and understanding of payroll systems, taxation, national insurance and pension administration | **✓** |  | AF/I |
| Good understanding of accounting principles and their application to payroll | **✓** |  | AF/I |
| Recent experience of delivering a high quality, responsive payroll administration service in a fast-paced payroll team | **✓** |  | AF/I |
| The ability to communicate effectively with stakeholders and external agencies | **✓** |  | AF/I |
| The ability to develop and implement new systems and processes in a timely manner | **✓** |  | AF/I |
| Recent experience of administering a large computerised payroll | **✓** |  | AF/I |
| Experience working with schools or other public sector organisations in a payroll and pensions role  |  | **✓** | AF/I |
| Experience of resolving issues, managing time effectively and processing monthly BACS payments to employees | **✓** |  | AF/I |
| Ability to produce written communication in a variety of formats to a professional level with a high standard of accuracy  | **✓** |  | AF/I |
| Excellent communication and organisational skills and the ability to work under own initiative to prioritise a busy and varied workload, meeting strict deadlines  | **✓** |  | AF/I |
| Well-developed IT skills, including the use of a HR Information System for inputting and reporting, (Access Selima and Envoy) MS Word and Excel, databases, mail merge and email | **✓** |  | AF/I |
| **Specialist Skills and Knowledge** |
| Knowledge of payroll law and rules, the practical application of it and the impact this can have in an educational context | **✓** |  | AF/I |
| Highly numerate with the ability to understand and accurately process a variety of calculations | **✓** |  | AF/I |
| Attention to detail, excellent time management and organisational skills | **✓** |  | AF/I |
| Knowledge of the National Conditions of Service, Green Book and Burgundy book |  | **✓** | AF/I |
| Commitment Equal Opportunities and valuing diversity | **✓** |  | AF/I |
| **Personal Skills and Attributes** |
| Confident, enthusiastic, motivated and committed with a passion for Payroll and Transactional HR | **✓** |  | AF/I |
| Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these | **✓** |  | AF/I |
| Commitment Equal Opportunities and valuing diversity | **✓** |  | AF/I |
| Conscientious, honest, reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature | **✓** |  | AF/I/R |
| A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults. | **✓** |  | I |
| **Other** |
| Full Driving Licence | **✓** |  | AF/I |
| Willingness to work outside normal office hours and/or ability to work flexibly | **✓** |  | AF/I |
| Must satisfy relevant employment checks and be Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared.)  | **✓** |  | AF/I |
| A DBS check at enhanced level | **✓** |  | DBS |
| **Physical Requirement** |
| No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments). | **✓** |  | AF/I/R |
| Good sickness/attendance record in current/previous employment, as appropriate (not including absences resulting from disability) | **✓** |  | AF/I/R |

Key: AF - Application Form I - Interview R - References

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.