|  |  |
| --- | --- |
| **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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 equivalent  Certificate in Pension Administration or demonstrate equivalent work experience | **✓**  **✓** | **✓** | AF /I/ certificates  AF /I/ certificates  AF /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.