

# Tove Learning Trust

## Person Specification



Job Title:	TLT Senior Payroll Officer	Essential	Desirable
<b>Education and Qualifications</b>			
Be educated to a minimum of GCSE's level or equivalent		✓	
Have a current UK Payroll Certification, CIPP or equivalent			✓
<b>Experience</b>			
Have experience with using iTrent payroll system or similar			✓
Have proven experience of working at a senior level within a payroll department		✓	
Have knowledge of LGPS pension administration, auto-enrolment and Teachers Pension			✓
Have experience of managing pension administration, annual returns and queries.		✓	
Proficient Excel user with a good understanding of v and x look ups and creating formulas		✓	
Ability to use pivot tables and Power BI applications or equivalent.			✓
<b>Knowledge and Skills</b>			
Knowledge of the Burgundy Book and Green Book in relation to educational employment			✓
Personally effective with the ability to build successful working relationships with academy teams.		✓	
Have knowledge and understanding of good payroll practices with a strong command of payroll legislation.		✓	
Excellent analytical ability and able to demonstrate a high level of problem solving and data management skills.		✓	
IT Literate with experience of a variety of data, accounting or MIS systems able to switch between a wide variety of software and financial systems		✓	
Ability to communicate effectively to a variety of audiences and deliver appropriate training		✓	
Ability to deal with a demanding workload and deliver complex pay calculations within a defined timescale and to hard deadlines as part of complex payroll calculations.		✓	
Knowledge of the relevant legislation relating to Data Protection, GDPR and Payroll Management.		✓	
A detailed understanding of the legal and moral obligations of working in a school environment (safeguarding children).			✓
Knowledge and experience of educational software and how different systems might work together or exchange data – preferably in a school environment			✓
<b>Personal Attributes</b>			
Have excellent attention to detail. Be a clear and confident communicator		✓	
Able to work in accordance with and to promote the trust's values and behaviours		✓	
Possess an enquiring and analytical mind and be resolute in problem solving		✓	
Eligible to live and work in the UK		✓	
Able to drive and have access to a vehicle to travel from site to site when required		✓	
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the trust.		✓	
A commitment to continuing personal development and training.		✓	
A commitment to safeguarding and promoting welfare of children and young people.		✓	