

## Person Specification – Payroll Senior

Below are some of the skills, knowledge and experience which are required for this post.

|                                                                                                                                                           | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Education / Qualifications</b>                                                                                                                         |           |           |
| GCSE Maths at grades A*-C (9-4) or equivalent.                                                                                                            | *         |           |
| Vocational qualification e.g. Chartered Institute of Payroll Professionals CIPP Level 3; Institute of Accountants & Bookkeepers or equivalent.            |           | *         |
| <b>Skills/ Knowledge/ Experience</b>                                                                                                                      |           |           |
| Minimum one year experience in payroll processing with a variety of payroll in terms of size and complexity.                                              | *         |           |
| Some experience processing third party payroll with a client portfolio.                                                                                   | *         |           |
| Some specialist technical knowledge relating to the statutory and regulatory compliance requirements.                                                     | *         |           |
| Some experience working with Iris software.                                                                                                               |           | *         |
| Proficiency in general IT skills, particularly in Microsoft Excel, Word and Outlook.                                                                      | *         |           |
| Highly numerate with ability to analyse large amounts of financial data and identify errors.                                                              | *         |           |
| Awareness of GDPR requirements and experience in operating systems to manage the confidentiality and security of sensitive information and personal data. | *         |           |
| Ability to build positive relationships with a passion for outstanding customer service.                                                                  | *         |           |
| Ability to work accurately at speed with high levels of care and attention to detail.                                                                     | *         |           |
| Excellent written and verbal communication skills with all stakeholders.                                                                                  | *         |           |
| Ability to manage time and prioritize work effectively with demanding deadlines to deliver against targets.                                               | *         |           |
| Ability and confidence to secure new business and develop client relationships.                                                                           |           | *         |
| Ability to quickly assimilate a client's needs in relation to approach and the presentation of technical advice.                                          | *         |           |
| <b>Personal Behaviours &amp; Qualities</b>                                                                                                                |           |           |
| Ability to work well in a team, understanding group objectives, and how to contribute to them and add value.                                              | *         |           |
| Ability and confidence to work independently and to make decisions appropriately without escalation.                                                      | *         |           |
| High standards of personal work including a strong sense of confidentiality.                                                                              | *         |           |
| Desire to learn and develop professional skills.                                                                                                          | *         |           |
| Desire to continually develop and 'be the best you can be' on an individual, team and corporate basis – naturally curious.                                | *         |           |

# David Allen

|                                                                                                                                                            |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Professional and confident with the ability to respond to challenges in a calm and professional manner.                                                    |   | * |
| Ability to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect. | * |   |
| <b>General</b>                                                                                                                                             |   |   |
| Ability to travel between offices and to undertake client home visits if required.                                                                         |   | * |