

Working for you

**Person Specification**

<b>Job Title</b>	Payroll Manager	<b>Req No</b>	
<b>Prepared by</b>	Tracy Outhwaite	<b>Date</b>	11/01/2011
<b>Essential Criteria – Vital requirements for the post holder</b>			
<b>Relevant Experience:</b>			
Experience of working with a computerised payroll system			
Detailed knowledge of Tax, NI, expenses & Benefits, Statutory Payment legislation including monthly & Year End Returns			
Detailed knowledge of non-statutory deductions including pensions			
Experience of working with Excel, Word & Email			
<b>Qualifications/training:</b>			
5 GCSEs (or equivalent) at a minimum of Grade C, including both English Language and Maths.			
Supervisory experience.			
<b>Special Knowledge:</b>			
<b>Disposition/attitude:</b>			
Ability to lead and motivate team members.			
<b>Practical/intellectual:</b>			
Good Verbal and Written Communication Skills.			
Initiative to create and develop effective working practices.			
Analytical thinking and problem solving ability.			
High level of accuracy and attention to detail.			
Good time management skills for meeting strict deadlines under pressure.			
<b>Physical Requirements:</b>			
<b>Additional Requirements:</b>			
<b>Desirable Criteria – Additional requirements relevant to the post</b>			
Previous work experience within a public sector environment.			
Relevant Payroll qualification			
Membership of relevant professional body			
Previous experience of working with Trent			