

Finance and Payroll Administrator Person Specification

EXPERIENCE/SKILLS	ESSENTIAL	DESIRABLE
Qualifications and Training		
CIPP (Chartered Institute of Payroll Professional) or equivalent formal payroll/finance qualification		X
Good educational attainment eg Highers/Advanced Highers at pass level	X	
Experience and Knowledge		
Minimum 3 years proven experience in a similar role, ideally in an independent educational setting.	X	
Comprehensive knowledge of UK/Scottish payroll and pension legislation and their application.	X	
Strong payroll and finance background.	X	
Good knowledge and understanding of payroll principles.	X	
Experience of working in a customer facing environment and providing good customer service.	X	
Experience of producing payroll related management information	X	
Experience of working in an independent school environment and not for profit sector		X
Ideally some experience in charity payroll/finance (Charities SORP)		X
Experience of using Edu Pay		X
Skills and Abilities		
Strong Microsoft Office skills, specifically in Excel with evidence of using Excel Formulae to transform data.	X	
Strong and proven organisational and planning skills.	X	
Excellent interpersonal skills with strong communication skills, written and verbal, with the ability to convey complex matters or escalated payroll queries to all levels of employees.	X	
Excellent analytical skills, a keen eye for detail and a pro-active and pragmatic approach to problem solving.	X	
Excellent relationship and time management skills	X	
Personal Qualities		
High level of honesty and integrity.	X	
Professional approach to customer service, combined with a warm, empathetic, and approachable personality.	X	
Ability to form and build good relationships with all stakeholders.	X	
Driven, enthusiastic and committed to continued professional development.	X	
Extremely thorough and works effectively under pressure in a calm manner and meets agreed deadlines whilst producing work that is accurate.	X	
Ability to thrive in a fast-paced environment.	X	
Shows initiative, drive, and commitment to ongoing improvement.	X	
Professionally assertive, confident and a clear thinker.	X	
Adaptability, flexibility and willingness to learn new tasks and procedures as needed.	X	
Motivated, highly organised with initiative and with the ability to multi-task, prioritise and manage own workload.	X	

