



Person Specification

Job Title

Payroll Manager

Qualifications



Essential

- | | |
|--|-----|
| 1. Level 2 in Maths and English | A/I |
| 2. Level 5 recognised UK payroll qualification or qualified through experience | A/I |

Key skills

Essential

- | | |
|--|-----|
| 1. Level of literacy at a standard to be able to follow written instructions and payroll calculations | A/I |
| 2. In depth knowledge of UK payroll processes, tax regulations and compliance requirements | A/I |
| 3. Strong understanding of statutory deductions, including income tax, national insurance and pension contributions | A/I |
| 4. Interpersonal and communication skills (written and in person) to liaise with staff of all levels on pay related issues | A/I |
| 5. Independence of action to ensure tasks are completed safe and effectively | A/I |
| 6. Ability to follow procedures and identify areas of weakness and improvement to protect the assets of Portland College | A/I |
| 7. Ability to transact information at a high level of accuracy | A/I |
| 8. Empathy with learners and citizens and skills and attitude to empower and inspire them to meet their potential | A/I |

Experience

Essential

- | | |
|--|-----|
| 1. Processing end to end payroll | A/I |
| 2. Proficiency in using payroll software or systems | A/I |
| 3. Demonstratable experience using Microsoft Office packages | A/I |

Desirable

- | | |
|--|-----|
| 1. Experience of working in a payroll environment | A/I |
| 2. Experience of working with confidential information | A/I |

Knowledge

Essential

- | | |
|--|-----|
| 1. Keep up to date with all legislation relating to payroll i.e. PAYE, NIC, SSP, SMP and tax year end procedures | A/I |
|--|-----|

Desirable

- | | |
|--|-----|
| 1. Critically evaluate processes and suggest improvements and benefits | A/I |
|--|-----|

Other personal requirements

Essential

- | | |
|--|-----|
| 1. Approachable and helpful | A/I |
| 2. Able to effectively manage a varied and sizeable workload | A/I |
| 3. Interest in continuing professional development | A/I |

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview