



**THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST**

**Flanderwell Early Excellence Centre
Greenfield Court
Flanderwell
Rotherham
S66 2JF**

**Tel: 01709 718640 option 1
Email: enquiries@dsat.education**

THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)

PERSON SPECIFICATION

Payroll & HR Transactional Officer

Qualifications	Essential	Desirable	How Assessed
Qualified CIPP (Chartered Institute of Payroll Professional) to Associate level or above or equivalent qualification.	✓		AF // certificates
GCSE English and Maths – minimum Grade C or equivalent	✓		AF // certificates
Certificate in Pension Administration or demonstrate equivalent work experience		✓	AF // certificates
Experience and Skills			
Detailed knowledge and understanding of payroll systems, taxation, national insurance and pension administration	✓		AF/I
Good understanding of accounting principles and their application to payroll	✓		AF/I
Recent experience of delivering a high quality, responsive payroll administration service in a fast-paced payroll team	✓		AF/I
The ability to communicate effectively with stakeholders and external agencies	✓		AF/I
The ability to develop and implement new systems and processes in a timely manner	✓		AF/I
Recent experience of administering a large computerised payroll	✓		AF/I
Experience working with schools or other public sector organisations in a payroll and pensions role		✓	AF/I
Experience of resolving issues, managing time effectively and processing monthly BACS payments to employees	✓		AF/I

Ability to produce written communication in a variety of formats to a professional level with a high standard of accuracy	✓		AF/I
Excellent communication and organisational skills and the ability to work under own initiative to prioritise a busy and varied workload, meeting strict deadlines	✓		AF/I
Well-developed IT skills, including the use of a HR Information System for inputting and reporting, (Access Selima and Envoy) MS Word and Excel, databases, mail merge and email	✓		AF/I
Specialist Skills and Knowledge			
Knowledge of payroll law and rules, the practical application of it and the impact this can have in an educational context	✓		AF/I
Highly numerate with the ability to understand and accurately process a variety of calculations	✓		AF/I
Attention to detail, excellent time management and organisational skills	✓		AF/I
Knowledge of the National Conditions of Service, Green Book and Burgundy book		✓	AF/I
Commitment Equal Opportunities and valuing diversity	✓		AF/I
Personal Skills and Attributes			
Confident, enthusiastic, motivated and committed with a passion for Payroll and Transactional HR	✓		AF/I
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	✓		AF/I
Commitment Equal Opportunities and valuing diversity	✓		AF/I
Conscientious, honest, reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature	✓		AF/I/R
A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	✓		I
Other			
Full Driving Licence	✓		AF/I
Willingness to work outside normal office hours and/or ability to work flexibly	✓		AF/I
Must satisfy relevant employment checks and be Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared.)	✓		AF/I

A DBS check at enhanced level	✓		DBS
Physical Requirement			
No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments).	✓		AF//R
Good sickness/attendance record in current/previous employment, as appropriate (not including absences resulting from disability)	✓		AF//R

Key: AF - Application Form

I - Interview

R - References

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.