

Person Specification

Job Title: Payroll Trainee

Knowledge & Experience	Essential	Desirable
Must be ICT literate and comfortable using Microsoft Office	✓	
Working accurately and efficiently under pressure	✓	
Running payroll and processing HR changes		✓
A clear understanding of the workings of academies and paying teacher and support staff		✓
Good knowledge of financial and payroll systems, spreadsheets and databases.		✓
Qualifications		
5 GCSE's including Maths and English at grade C or above (or equivalent)	✓	
2 A-Levels, including Maths at grade C or above		✓
Payroll qualification or studying towards one		✓
Willingness to undertake professional development	✓	
Skills		
Must be able to communicate confidently with staff, parents, and students.	✓	
Able to prioritise and manage workloads	✓	
Excellent analytical skills, with great attention to detail	✓	
Able to work as part of a team and independently	✓	
Problem solving	✓	