



# South Tyneside Council

## BUSINESS AND RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Assistant Payroll Manager

**GRADE:** Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>4 GCSEs</li> <li>Minimum Level 3 Payroll Technician Certificate or Advanced Practitioner level in HR or Payroll discipline</li> </ul>	<ul style="list-style-type: none"> <li>Degree Educated</li> <li>Evidence of payroll related qualification/training or development</li> <li>CIPP Foundation Degree in Payroll Management or willingness to work towards this</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience at Senior administrator/Payroll Team Leader level</li> <li>Experience of working in large diverse teams</li> <li>Track record of continuous improvement</li> <li>Substantial experience of an HR and payroll environment including provision of a full payroll service, manual calculations, salary sacrifice schemes, and pension scheme administration</li> <li>Staff management experience</li> <li>Experience of occupational pension schemes and PAE responsibilities</li> <li>Practical experience of payroll year end processes including RTI reporting, payrolled taxable benefits and P11Ds</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/</b>	<ul style="list-style-type: none"> <li>Thorough knowledge of legislation, procedures and</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Excel skills</li> <li>Oracle experience</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

<b>Aptitudes</b>	<p>processes relating to HR and Payroll administration</p> <ul style="list-style-type: none"> <li>• Thorough knowledge of HR and payroll information systems</li> <li>• Technically knowledgeable and systems oriented, comfortable with MS Office applications</li> <li>• Good verbal and written communication skills</li> <li>• Able to maintain high level of accuracy and attention to detail, analytical approach to problem solving, detail oriented and meticulous</li> <li>• Able to demonstrate a clear commitment to excellence in service delivery</li> <li>• Able to work with sensitive information whilst upholding GDPR principles</li> </ul>	<ul style="list-style-type: none"> <li>• Systems development testing/implementation of legislative change</li> <li>• Knowledge of public sector staff group terms and conditions</li> <li>• Knowledge of OpRa Regulations and their application</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Confident and able to communicate appropriately with different people in a range of settings, adapting style to suit the audience</li> <li>• Organised and able to organise others, meet deadlines, react to changing circumstances and plan proactively</li> <li>• Calm, considered, reflective and decisive</li> <li>• Approachable, able to listen and provide support and leadership to team by motivation and coaching</li> <li>• Transparent and accountable</li> <li>• Open to innovation and new ways of thinking</li> <li>• Able to delegate appropriately</li> <li>• Provides an example to others with a positive and flexible approach and attitude to work</li> <li>• Committed to the principals of equality and diversity</li> <li>• Customer services approach to work</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Baseline Security clearance</li> </ul>		<ul style="list-style-type: none"> <li>• Basic check</li> </ul>