

Person Specification

Job Title:
Department:



North Bristol
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
Education/Training/Qualifications			
GCSE Maths and English		Y	
CIPP (or equivalent) Payroll Qualification			Y
Work Experience			
Experience working in a Payroll Department		Y	
Experience in an NHS Payroll Department			Y
Experience of computerised payroll system		Y	
Experience of working with e-rostering systems			Y
Experience to deal with problems as they arise		Y	
Knowledge/Skills/Abilities			
Working to strict deadlines in a demanding and pressured environment		Y	
Ability to prioritise work		Y	
Ability to implement existing policies and procedures		Y	

Ability to input all payroll changes ensuring accuracy at all times		Y	
Able to work as part of a team		Y	
Knowledge of Microsoft and Excel, Word is essential to create and maintain spreadsheets, to respond to requests for payroll information		Y	
Knowledge and understanding of NHS and Local Terms and Conditions of Service affecting Payroll			Y
Able to understand and interpret the complexities of AfC			Y
Good computer skills/numeracy		Y	
Able to handle contentious issues such as overpayment of salary with staff.		Y	
Able to calculate and understand PAYE, NI and Statutory deductions/payments.		Y	
Committed customer service skills		Y	
Good communication skills		Y	
Compliant to employee confidentiality and data protection legislation		Y	