



**WESTMINSTER
SCHOOL**

Payroll Administrator – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
	Further qualification in accounting and/or payroll		Yes
Knowledge/Experience	Experience of working in an office environment	Yes	
	Knowledge of basic payroll, including gross to net calculations	Yes	
	Awareness of pension schemes, statutory payments and legislation	Yes	
	Understanding of the Teachers' Pension Scheme (TPS)		Yes
	Experience of responding effectively to customer queries	Yes	
	Experience in payroll administration	Yes	
	Knowledge of regulation and compliance surrounding payroll and GDPR		Yes
	Experience of working with confidential and sensitive information		Yes
	An awareness of safeguarding	Yes	

	A commitment to the School's Equal Opportunities policies, and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Able to demonstrate a high level of accuracy and attention to detail	Yes	
	Ability to work autonomously and as part of a team	Yes	
	A willingness to learn new skills and processes	Yes	
	Excellent communication skills, both written and verbal	Yes	
	Strong numerical skills	Yes	