

## SELECTION CRITERIA

**POST:** Payroll Officer

**DEPARTMENT:** Finance

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>How &amp; When</b>
<b>Education / Qualifications</b>	GCSE grade A to C or equivalent in English, Maths and ICT. CIPP Level 4-5 or equivalent/ qualified by experience.	Experience with Select Pay. Previous experience working with NHS payroll and pension schemes.	
<b>Skills / Abilities</b>	Proficient in Microsoft Excel. Strong verbal and written communication skills. Ability to work independently, manage time effectively, and collaborate as part of a team. Strong attention to detail, particularly when working with data and financial records. Adept at problem-solving, especially with complex payroll or pension issues. Proficiency in handling large data sets using Excel, with advanced skills in pivot tables, lookups, and SUM-IF formulas. Willingness to travel to another local LOROS site at least once per month.	Ability to work independently. Motivation to succeed through the probation period, with the possibility of hybrid working afterwards.	
<b>Experience</b>	Proven experience in managing large payroll operations. Experience with pay enhancements and pension schemes. Familiarity with payroll budgeting, salary sacrifice schemes, and year-end payroll reporting. Experience preparing payroll journals for management accounting purposes.		
<b>Knowledge</b>	Understanding of payroll operations, including budgeting, salary sacrifice schemes, and year-end reporting. Knowledge of preparing payroll journals for management accounts.	Knowledge of NHS payroll and pension schemes.	