



**Post: Payroll and HR Systems Officer**  
**Location/Team: Head Office, Human Resources Team**

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
<b>Education, Qualifications and Training</b>	<b>Essential</b>	Certificate in Payroll Practice or willingness to work towards	✓	✓	✓
	<b>Desirable</b>				
<b>Experience</b>	<b>Essential</b>	Experience of payroll administration, monthly and year end processes	✓	✓	✓
		Experience of using iTrent e-hr system, or other HR and payroll software, including the development of workflows and processes	✓	✓	✓
		Experience of producing reports and statistics	✓	✓	✓
	<b>Desirable</b>				
<b>Skills, Knowledge and Aptitudes</b>	<b>Essential</b>	Excellent interpersonal skills with the ability to build good working relationships with all business partners, HR, Finance and systems/service providers	✓	✓	✓
		Excellent numerical and information management skills		✓	✓
		Proficient administrative skills	✓	✓	✓
		Competent in using Microsoft Office applications including, excel, word, MS Teams etc.	✓	✓	✓
		Good communication skills, both oral and written with ability to train users in the use of SCRA's e-hr system	✓	✓	✓
		Ability to work effectively as part of a team		✓	✓
		Ability to pay attention to detail and work to fixed deadlines		✓	✓
	<b>Desirable</b>	Understanding of the Children's Hearings System context			✓
<b>Personal Attributes</b>	<b>Essential</b>	Flexible, adaptable and able to work under pressure		✓	✓

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		Self-motivated and enthusiastic		✓	✓
	Desirable				
Special Requirements	Essential				
	Desirable				