

Employee Services Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience within either a HR administration or payroll role
2. Excellent Customer Service Skills with experience of promoting and maintaining positive working relationships with customers (both internal and external)
3. Knowledge and competent use of Microsoft Office applications including the ability to input, manipulate and update information in spreadsheets and databases
4. Effective numeracy skills to process manual calculations
5. Good organisation and time management skills
6. Ability to prioritise workloads to meet tight deadlines
7. Ability to work as part of a team and on own initiative
8. Understanding the need to maintain confidentiality

Desirable

1. Experience of using SAP payroll system
2. An understanding of HMRC legislation and statutory requirements
3. Experience with Document management systems

Additional Requirements

N/A

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?