

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

Department	Payroll, Pensions and Budget Team - Human Resources
Post	Assistant Payroll Manager
Post No	NU077
Grade	Grade 8 (pending job evaluation)
Location	SWFRS, HQ
Responsible to	Payroll Manager
Responsible for	Payroll Officers * 2

Within the Additional Information Section on the Application Form, it is important that you **address each of the Criteria highlighted and marked with an Asterisk*** on the Person Specification below. Within the Application Form we will also need to be able to identify that you have any Essential Qualifications recorded on the Person Specification.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Recent demonstrable payroll experience – minimum 3 years*	Essential*	Application/ Interview*
	Relevant Payroll qualification	Desirable	Application
Knowledge/ Experience	Extensive knowledge and experience of payroll processes and procedures (including PAYE, NIC, and HMRC regulations, SMP, SPP and SSP).*	Essential*	Application/Test/ Interview*
	Experience of Microsoft Office applications (e.g. Word, Excel, Outlook, and PowerPoint)*.	Essential*	Application*/ Test/ Interview
	Knowledge of Local Government (Green Book) and National Fire and Rescue Service (Grey Book) terms and conditions.	Desirable	Application/ Interview
	Experience of managing a busy payroll team and delivering training/updates on changes in legislation or working practices.*	Essential*	Application /Interview*
	Current knowledge of Data Protection Act (GDPR) and the practical implications.*	Essential*	Application/ Interview*

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	The ability to communicate through the medium of Welsh.	Desirable	Application
Personal Style	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others.	Essential	Application/ interview
	Ability to work in full compliance with current condition of service and legislative guidance, whilst respecting any sensitive data that is presented.	Essential	Application/ Interview
	Able to maintain a confident and resilient attitude in highly challenging situations.*	Essential*	Application Form/Interview*
	Ability to deliver high standards when faced with large quantities of work, with tight timescales*.	Essential*	Application Form/Interview*
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Application/ Interview
Intrapersonal	Commitment and ability to develop self and others to achieve organisational effectiveness.	Essential	Application/ Interview
	Ability to communicate to a wide audience both internally and externally at all levels, in a confident manner.	Essential	Application/ Interview
	Ability to manage, involve and motivate others whilst dealing with conflicting demands*.	Essential*	Application Form/Interview*
Task	Ability to lead others to achieve excellence by the establishment, maintenance and monitoring of performance related indicators.*	Essential*	Application/ Interview*
	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.	Essential	Application/ Interview
	Ability to create and implement effective team plans in line with departmental/organisational objectives.*	Essential*	Application*/ Interview