



Payroll Officer

Assessment Information

Thank you for your interest in the above role. Below, you will find information on how the different competencies outlined in the person specification will be assessed throughout the Recruitment process as well as information on the vacancy timeline. Throughout the process, you will be assessed against the competencies captured in the person specification and the key behaviours set out in the SPS Behavioural Competency Framework (BCF). All Recruitment at SPS is based on the Behavioural Competency Framework which outlines the key behaviours and standards required both of applicants and existing staff. Further details on the SPS Behavioural Competency Framework can be found on the Careers section of our website.

Competencies you will be assessed against:

Person Specification	Essential /Desirable	Assessment
Qualifications		
Minimum of five National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment.	Essential	Application
Experience		
Experience of working within a Payroll Function.	Essential	Application Interview
Working knowledge of PAYE Legislation.	Desirable	Interview

Working knowledge of electronic payroll application or systems	Essential	Application Interview
Knowledge & Skills		
Competent in the use of Microsoft Office packages including Excel with the ability to use a wide range of Excel tools such as formulas, charts and functions to manage and record data in multiple worksheets.	Essential	Interview
Excellent numeracy skills and attention to detail, with the ability to interpret and report on a range of information.	Essential	Interview
Excellent interpersonal skills with the ability to communicate effectively with internal and external stakeholders, across a range of media	Essential	Interview
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	Essential	Interview

Selection Process Timeline:

Application Window	Live: 07 February 2019 Close: 24 February 2019 at 23:55
Initial Application Review	28 February 2019 <p>Your application will be reviewed to determine whether you will be shortlisted for the next stage of the assessment process.</p> <p>You will be notified of the outcome of the shortlisting process via the online recruitment system.</p>
Assessment Day(s)	<p>This assessment day will consist of an Interview.</p> <p>The Assessment Day will take place week commencing 18 March 2019</p> <p>Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.</p>

