

# PAYROLL ADMINISTRATOR

## Abbey Multi Academy Trust

Nature of Contract	Permanent
FTE Salary	Grade C1, scp 12-17, £27,711 - £30,060
Working Hours	Full time, 37 per week (part time and term time only options can be considered)
Place of Work	The Moyes Centre, LS14 6NU (hybrid working can be discussed)

Abbey Multi Academy Trust is excited to invite applications to this brand-new position in our HR team. We are looking for someone who can bring their payroll admin experience to support our HR and finance teams to ensure our colleagues are paid accurately as well as supporting with people related tasks and pensions administration.

We are looking for a dedicated individual who:

- Can demonstrate excellent IT skills including excel and payroll systems and platforms
- Has experience of payroll administration and a good working knowledge of PAYE and pensions matters
- Can work flexibly and collaboratively as part of a team as well as on own

You will be:

- Confident, resilient and approachable
- Logical and methodical with a meticulous eye for detail
- An effective communicator
- Someone who will support the Trust's Christian ethos as well as our shared mission and values

Our Trust, a family of eight academies in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale, shares a mission to work

*In Partnership to Educate, Nurture and Empower*

We can offer:

- Friendly, welcoming academies with a strong Christian ethos as well as enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme
- Retail discounts/ offers at high street and online retailers, cycle to work scheme, discounted gym memberships
- Free secure onsite parking
- Membership of an excellent pension scheme

How to apply:

[The role profile and application form are available on our website](#). You are advised to [read our recruitment guidance](#) which outlines our safer recruitment requirements and responsibilities, including pre-employment checks, and provides information about eligibility to apply.

Information about our Trust, including our Safeguarding and Child Protection policy is [available on our website](#).

To arrange a visit or find out more about the role, please contact [liz.edwards@abbeytrust.org](mailto:liz.edwards@abbeytrust.org).

The closing date for this vacancy is noon on Wednesday 23 October 2024 with interviews to be held soon after.

Applications can only be submitted up until the closing date. You are advised to submit your application at the earliest opportunity as the Trust reserves the right to close vacancies early if sufficient suitable applications have been received.