

Hull Collaborative Academy Trust



JOB ADVERT

HCAT Central Team

Payroll Manager

Grade 10, SCP34-38

37 hours per week, all year around

Starting salary £43,693

(Required as soon as possible)

Hull Collaborative Academy Trust operates fifteen primary academies and one secondary academy in the Hull and Yorkshire region, educating over six thousand children.

The Trust has over one thousand staff working in its sixteen schools and three non-teaching locations (the central team, catering and teacher training). The role of Payroll Manager is a crucial part of the Trust's central services. We are looking for a driven individual who can maintain high levels of output as well as play a key role in modernising the department.

The main duties of the role are managing all aspects of the payroll function, including pension administration for two pension funds and ensuring compliance HMRC legislation. There are also line management responsibilities of one other team member.

Previous experience of managing a payroll department is essential, ideally with a Trust setting. In addition, the successful candidate would manage relevant payroll communications in line with Trust policies.

The successful candidate will have excellent interpersonal skills, excellent management skills, expert working knowledge of payroll software packages and legislation and strong computer skills.

Applicants should be hard working, flexible and able to adapt to changing priorities; be able to assist other roles within the team and step in to provide cover during absence or assist during busy periods.

The Trust respectfully requests that recruitment agencies do not make contact regarding this opportunity

If you would like any further information or for an application pack, please contact Kevin Matchett via email on kevin.matchett@hcat.org.uk

Closing Date for applications: 8am Monday 16th December 2024

Interviews: Wednesday 18th December 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post involves contact with children in a school setting and has safeguarding responsibilities.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, through the shortlisting process.