

Payroll Officer

Part Time, 30 hours per week, negotiable on number of weeks per year

Grade 9 £26,470 - £29,055

The Vale Academy Trust is looking to appoint a Payroll Officer to work in our Finance Team. This is a new role within the team. The post will be key in ensuring a consistent approach is taken to the processing of all payroll matters. The role also supports schools in how they process and manage payroll. This role is based at the Trust's Central Team Offices in Wantage.

A good understanding of payroll is essential. Ideally the candidate will have knowledge of either Teachers or Local Government terms and conditions, but this is not essential.

Vale Academy Trust is committed to safeguarding and protecting the welfare of children. The successful candidate will be required to undertake a DBS check and attend safeguarding training as part of their role.

Application form as well as a job description can be found on our website: www.vale-academy.org

Closing date for applications is Thursday 22 November. Interviews will be week commencing 26 November.