

VACANCY

PAYROLL MANAGER

Location:	SECAT Central Team
Pay Range/Salary:	Level 9 SCP 35 to 41 (£39,571 to £45,648 per annum)
Start Date:	September 2022 or earlier
Contract Type:	Permanent, Full Time (52 weeks)
Hours per week:	37 hours
Application Closing date:	Monday 11 July 2022 – midday
Date of Interview:	TBC

Southend East Community Academy Trust (SECAT) is seeking to appoint an experienced Payroll Manager to take full responsibility for the payroll and pension provision for approximately 500 staff within the Trust.

The Payroll Manager is responsible for the provision of an expert payroll service, including the preparation and submission of all monthly and end of year statutory returns to HMRC and pension schemes, to all academies within the Trust of seven locations including five Primary, one Secondary and the Central MAT team. They are responsible for ensuring compliance with payroll and pension legislation and should be used to refreshing their knowledge and be proactive in ensuring processes, systems and communications are updated accordingly. They will work closely with the Central HR and Central Finance Teams and report directly to the Deputy Chief Operations Officer.

For further information regarding this role please contact Jan d'Eca, HR Manager on 07725 481866 or jand'eca@secat.co.uk.

Please visit www.secat.co.uk to download an application pack and return completed forms to hr@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.