

Hull Collaborative Academy Trust



Payroll Officer

Grade 5 (£20,852 - £23,023 FTE)

37 hours per week – full time

Permanent

All year around

(Required as soon as possible)

Hull Collaborative Academy Trust (HCAT) are seeking to appoint an enthusiastic, motivated person to work within HCAT Payroll department.

This role will be based at HCAT Head Office, Dorchester Road, Hull, HU7 6AH.

We are looking for someone who can work flexibly and as part of a team, along with the ability to work independently using their own initiative. They will join a dedicated and hardworking team who will provide excellent support and career development.

The successful candidate should have attention to detail and strong numeracy skills. Experience in the use of Excel spreadsheets, knowledge of Payroll and HR regulations/software and the ability to prioritise tasks effectively.

Please contact the HCAT HR & Recruitment Advisor via email on Emily.Mansfield@hcat.org.uk for an application pack.

Closing Date: Wednesday 28th September 2022, at 12.00pm (noon)

Interviews: Thursday 6th October 2022

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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