

Payroll Manager

Full time, Permanent

35 hours – Monday – Friday

Salary circa £38,000

We are looking to appoint an experienced Payroll Manager to support the Foundation in the delivery of an efficient and effective payroll service.

The Payroll Manager will support the Head of Finance in the provision of a high-quality and efficient service for the Foundation and its employees. The effectiveness of the role is crucial to the smooth operation of the Foundation.

The Payroll Manager will work to contribute to the development and streamlining of relevant controls, processes and procedures in these key areas. This position will help to ensure the continuous improvement and development of its service offering.

The Payroll Manager will work seamlessly with Finance and HR colleagues to ensure that key employee benefits are provided in a timely and accurate manner. To liaise effectively with the external payroll provider (MHR / iTrent). Candidates with substantial prior experience of iTrent are particularly welcomed.

The Coventry School Foundation is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements to enable you to participate fully in the recruitment process.

The Coventry School Foundation is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, social media checks, the Disclosure and Barring Service and overseas police check if necessary. Candidates from overseas must provide information about their past conduct, for example, by providing documents issued by overseas teaching authorities.

A completed application form including contact details for two referees, accompanied by a covering letter should reach the HR team at recruitment@csfoundation.org.uk as soon as possible, and no later than 12 noon on Monday 30th September 2024.

Applications will be considered as soon as they are received up until the closing date. Early applications are encouraged.

Expected start date: As soon as possible

