



## Eynsham Partnership Academy

### Schools/Trust Payroll Officer

Salary: Grade 8 (£24,982 – £27,741 per annum FTE) (Actual salary £15,370 - £17,067)

Hours: 25 hours per week – Term Time plus 3 weeks

Contract term: Permanent

Location: EPA Central Team Offices, Bartholomew School, Eynsham

Start date: November 2021

We are looking for an organised and enthusiastic person to join the EPA's Central Team as Trust Payroll Officer. Under the direction of the HR Officer you will be responsible for processing the monthly payroll for eight schools and the EPA Central Team.

You will liaise directly with schools and stakeholders to ensure accuracy of payroll data and answer phone and email queries, resolve problems and provide payroll support. Training will be provided as required.

We have recently successfully implemented a new payroll system and you will be part of the team to roll out this app-based system to schools and staff and then to support them in its use.

We are looking for a candidate with

- exceptional attention to detail
- experience in a busy administration role, ideally in payroll or HR
- excellent communication skills – written and verbal
- proficient in excel, word, email and other IT packages
- good organisation skills

If this describes you, please read the full job description. In return we offer training, a friendly team and a remuneration package with generous pension and holidays.

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake and receive a satisfactory Disclosure & Barring Service check as well as attending safeguarding training as part of this role.

To find out more about this opportunity, please view the job description at <https://www.epa-mat.org/vacancies/> or contact Andrea Williams, HR Officer or Ros Avery, Chief Financial Officer by email [hrofficer@epa-mat.org](mailto:hrofficer@epa-mat.org) or [cfo@epa-mat.org](mailto:cfo@epa-mat.org) or by telephone on 01865 733331 x1083

Please return completed application forms to Andrea Williams - [hrofficer@epa-mat.org](mailto:hrofficer@epa-mat.org)

Closing date: 10am, Friday 22<sup>nd</sup> October 2021

Interviews: Tuesday 2<sup>nd</sup> November 2021