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**Executive Principal: Mr Kevin Reynolds, MA**

New College Durham Academies Trust, currently comprises of two large Academies: Consett Academy and North Durham Academy, located some six miles apart in North West Durham. Both Academies are located in multi million pound new builds, offering unrivalled state of the art facilities for our students and communities in Consett and Stanley.

The Trust is seeking to appoint a suitably qualified and experienced Payroll Officer to join our Corporate Services team, to start as soon as possible.

**Payroll Officer – 3 days per week (22.5 hrs) working pattern to be mutually agreed**

**Grade 5 - £15,154 - £17,292 pa which reflects actual salary for three days, whole-time**

Reporting directly to the Finance Manager, we are looking for a proactive, enthusiastic self-starter to provide an efficient and effective high quality payroll service to the Academies Trust.

Candidates should have experience of administering payrolls and associated pension schemes (e.g. Teachers’ Pension Scheme and Local Government Pension Scheme) and ideally knowledge of the auto-enrolment process.

With this, you should have a good working knowledge around payroll legislation including SSP/SMP and SPP.

You will need to be able to demonstrate good organisational skills coupled accuracy and a keen eye for detail. Applicants should also possess excellent communication and interpersonal skills.

A good working knowledge of Microsoft ICT packages (Word & Excel) is required to produce and analyse data/reports for monitoring and management of payroll and pension information. The ability to work on your own initiative as well as being a positive team player is essential. A high level of personal integrity and the ability to maintain confidentiality at all times is also required.

Knowledge/experience of setting up and implementing an internal payroll system would also be advantageous, although not essential.

To organise a visit or an informal chat, just email our Finance Manager, Liz O’Sullivan at [l.osullivan@ncdat.org.uk](mailto:l.osullivan@ncdat.org.uk)

To download an application pack, including job description, person specification and application form, please visit either of our websites:

[**www.northdurhamacademy.co.uk/vacancies**](http://www.northdurhamacademy.co.uk/vacancies)or [**www.consett-academy.org.uk/vacancies**](http://www.consett-academy.org.uk/vacancies)

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted. Email completed applications to[**HR@ncdat.org.uk**](mailto:HR@ncdat.org.uk)by **4.00 pm Friday 16th February 2018.**

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post-closing.

***New College Durham Academies Trust is committed to the safeguarding of children and vulnerable adults and will undertake the appropriate employment checks to meet this commitment***