

COUNTY DURHAM



Payroll Manager

Advance Learning Partnership

Whitworth Road, Whitworth Lane, Spennymoor, DL16 7LN.

Tel: (01388) 825285.

E-mail: alpadmin@alplearning.org.uk

Website: www.alplearning.org.uk

CEO: Mr K Simpson.

Salary: Grade 8-10. SCP 21-31. £26,511 to £34,728 Pay Award Pending.
(Placing within grade dependent upon experience and qualifications).

Hours: 37 Hours per week.

Contract type: Permanent, Whole Time.

Required: 1st November 2021 or earlier if available.

Location: Advance Learning Partnership, Spennymoor.

A new and exciting opportunity has arisen for a Payroll Manager to join our HR Team. We are looking for an experienced, highly organised individual with excellent communication skills to manage payroll processes within the Trust. The successful candidate will hold, as a minimum, a Level 3 qualification in CIPP/ CIPD or equivalent.

Application: *Pre-application discussion welcome. Application forms and further details available from Emma Luke, HR Manager,*
e.luke@alplearning.org.uk

Closing date for applications: *Friday 24th September 2021, 9am.*

Interviews: *To be confirmed.*

We are committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check and appropriate references.