

Trust Finance, Payroll & HR Administrator

Job details

Location: Trust Office – Fitzwaryn School, Wantage, Oxfordshire, OX12 9ET

Salary: Grade 7, SCP 13-17. Actual salary is £28,163-£30,060, £14.60-£15.58 per hour. The rate offered will be dependent upon experience

Hours: 37 hours per week, Monday to Friday. Working pattern to be mutually agreed. 30 days annual leave per year.

Contract type: Permanent, all year round, term time only will be considered

Reporting to: Director of Operations and HR/Chief Financial Officer (CFO)

Responsible for: N/A

Start date: ASAP

Closing date: 30th April 2025. Applications will be considered upon receipt and interviews arranged accordingly.

Main Duties

The Trust Finance and Payroll/HR Assistant is responsible for providing efficient and effective financial and administrative support which includes but is not limited to, the processing of supplier invoices, creation of employee contracts, administration of changes to existing employee contracts, and the administration of the payroll process. This role plays a crucial part in ensuring the smooth operation of the Trust and that employees are paid accurately and on time.

The successful candidate will be an experienced financial and/or payroll administrator. They will possess good organisational and communication skills, be process driven, have good attention to detail, along with the ability to work both independently and in collaboration with multiple stakeholders.

Application process

For more information, please visit the trust website. Our website address is <https://propellertrust.org>. To apply please visit <https://thepropelleracademytrust.facebook.co.uk/vacancies>

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at recruitment@propellertrust.org

Applications will be considered on receipt and interviews arranged accordingly.

Please note, the Trust reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the Trust inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).