

Payroll and Finance Officer

Salary: Scale 5 point 22 – 25 (Full Year Contract)

We are seeking to appoint a Permanent Payroll and Finance Officer to provide financial and administrative support to the Finance Manager. You will need proven skills in financial procedures and have experience, knowledge and understanding of accounting procedures in relevant ICT/Accounting packages. The five schools in the cluster are located in the area of Darwen and Salford including a primary school, a studio school, a UTC, an 11-18 school and an 11-16 school.

Aldridge Education is a charitable trust whose non-selective, entrepreneurial community schools and colleges help young people to reach their potential. We work in different regions across England where often the opportunities and prospects are most limited, and where the introduction of our entrepreneurial approach to education can have more benefit. To find out more about our academies, support and resources please visit www.aldridgeeducation.org.

The purpose of the role is local responsibility for payroll and:

- **Under the direction of the Finance Manager, to be responsible for a payroll administration service for the Northern Cluster of schools in close liaison with the payroll service provider.**
- **To provide a customer-focused and effective payroll service that facilitates accurate, timely and efficient financial processing that meets the needs of school operations**
- **To ensure that the Trust's financial processes adhere to financial regulations, the Academies Financial Handbook and any other requirements specified by the Director of Finance.**

To see the full job description and obtain an application form please visit:
www.aldridgeeducation.org.

To apply, please send application form, along with a covering letter to:

sam.grimshaw@daca.uk.com

Or

Aldridge Education
Darwen Aldridge Community Academy
Sudell Road
Darwen
BB3 3HD

Closing date for applications: 5pm Tuesday 12th February 2019 with interviews taking place the week commencing Monday 25th February 2019.

Aldridge Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an Enhanced Disclosure and Barring check.