

ASSISTANT FINANCE & PAYROLL MANAGER

Sir Christopher Hatton Academy The Pyghtle, Wellingborough, Northants

37 hours per week, 40 weeks per year (Term Time + 2 weeks)
NJC Scale Point 22 to 26 (£20,253 to £22,937 FTE)
(Actual Salary £17,842 to £20,206)

We are currently looking for an efficient & reliable Assistant Finance & Payroll Manager to process monthly salaries for Hatton Academies Trust, and to assist in the day to day management of the Academy's financial accounting system.

If you have

- the minimum of Level 2 qualifications in English and Maths
- recent, proven competency on using a payroll system (eg Sage)
- recent, proven competency on using Finance & General Ledger systems
- good processing skills

then we would love to hear from you.

We offer you

- the opportunity to work in an "Outstanding" Academy (Ofsted 2015)
- very supportive colleagues
- a challenging and varied role
- Term Time + 2 weeks (flexible)

Sir Christopher Hatton Academy is an independent non-denominational Academy providing comprehensive education for boys and girls aged 11 to 18, based in the market town of Wellingborough, Northamptonshire. As a high performing Academy, we are at the leading edge of Government policy, achieving approval from the Department for Education (DfE) to be a Sponsor of other Academies, who require strategic support to develop the best possible education for the young people of Wellingborough. Sir Christopher Hatton Academy is a charitable company limited by guarantee run by a board of Directors made up of staff, parents and professional people within the local community with a passion for the delivery of educational excellence for the people of Wellingborough.

You can find out more about this role by

- obtaining a candidate pack and application form from our website www.hattonacademy.org.uk or
- contacting Mrs S Caffel, Personnel Assistant on 01933 231274 or email (caffels@hattonacademy.org.uk)

Closing date for receipt of applications 12.00pm Monday 8th February 2016