

# Payroll and Purchasing Manager

School:	Latymer Upper School	Posted:	11th November 2019
Location:	London, Greater London	Expires:	22nd November 2019 09:05 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£40,000 - £45,000 per annum	Job ID:	1074704
Hours:	Full Time		



Latymer Upper School

We are currently seeking a Payroll and Purchasing Manager to coordinate the school's payroll. You will work with our external payroll provider and act as the central point of contact between the provider and the school, ensuring all staff receive the correct pay each month.

You will also be responsible for the Purchase to Pay process, ensuring that the school has robust processes in place that allow for effective financial control.

With proven experience and detailed understanding of all aspects of running a payroll, together with an in-depth knowledge of relevant legislation relating to payroll and pensions, you will be familiar with financial accounting software and its ability to interface with other systems.

To apply and access further information about the role and employee benefits, please visit our dedicated recruitment website.

**Closing date: 9am Friday 22 November.**

**Interview date: Thursday 28 November.**

The School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and two satisfactory references.

## **Safeguarding Statement:**

Latymer Upper School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.