

# We're looking for a new team member!

Class Cover is an established and successful education recruitment company providing outstanding primary, secondary and SEN teachers, NQT's and teaching assistants to schools throughout the South East for day-to-day, short and long term assignments. We are now looking for a new member of the team to cover the South East.

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**Role:** Part-Time Payroll Manager

**Contract:** Part-time

**Location:** Pulborough, West Sussex

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## Job description

The main duties will be:

- Monthly payroll processing, using Sage 50 Payroll for 450+ employees
- Associated statutory payroll reporting - HMRC, NOW Pensions, GDPR
- Payroll journals and reconciliations
- Dealing with and resolving payroll queries in a timely manner (via email and telephone)

## Candidate requirements

- Proven Payroll skills (minimum of 2 years' experience working with a large payroll)
- Good IT and communications skills
- Flexible approach - good team player
- Knowledge of Xero and Sage 50 Payroll essential
- Working knowledge of NOW Pensions
- Up-to-date knowledge of current legislation
- Excellent Microsoft Office skills

## Job type

Between 3-4 days per week, with some flexibility during school holidays, preferably on a self-employed basis.

## Salary

Commensurate with experience.

Please send your CV and covering letter in the first instance to [accounts@classcover.com](mailto:accounts@classcover.com) or to Julia Giordano Class Cover Ltd, 1 Swan Court, Station Road, Pulborough RH20 1RL

STRICTLY NO AGENCIES

