

Our vision is to become a beacon of educational excellence, transforming the lives of the individuals and communities we serve

Payroll & Cash and Banking Administrator

Reference Number: SCC181968

Salary: Starting salary £19,773 per annum
Incremental progression to £22,490

Advert Closing Date: Midnight Sunday 9th December 2018

Interview Date: w/c 10th December 2018

Location: Frontier House

Contract Type: Permanent

Hours per Week: 37

We are looking to appoint an experienced Payroll & Cash and Banking Administrator at Salford City College Group. This is a varied role, so no two days will be the same and you will be working with a fun and friendly team. The ideal candidate will be highly organized with excellent attention to detail and will enjoy engaging with a wide range of people. You will work closely with our external payroll provider so that all staff are paid correctly and on time, ensuring queries are dealt with promptly and efficiently. You will also be required to reconcile the college bank accounts on a daily basis and so the right candidate will need to be able to identify and accurately record the college's sources of income, ensuring all income and expenditure are recognized. You will have had previous experience handling, balancing and posting cash transactions and so will be perfectly involved to manage our petty cash and advances within the organization. The successful candidate must have worked in payroll previously and be experienced in the use of excel, payroll systems and great at the administration of colleges cash and banking.



About Us

To apply for this job, please complete the registration and online application form via our [website](#).

For more information, please visit our [website](#) and [twitter](#) or if you have any queries regarding this vacancy please email HR@salfordcc.ac.uk

Reason to Join Us:

- A range of developmental & career opportunities
- A number of optional Salary Sacrifice Schemes including IT Equipment & Bikes
- Staff Discounts – including www.staffbenefits.co.uk and NUS Extra
- Various health & wellbeing benefits including discounted gym memberships & confidential staff counselling via CareFirst
- Family Friendly & Flexible Working Policies

Commitment to Safeguarding

As part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees. Appointees will be required to pay for their own DBS checks where applicable to the post.

Head Office | Frontier House | Merchants Quay | M50 3SR | 0161 631 5000 | www.salfordcc.ac.uk