

# St Benedict Catholic Academy Trust

## Payroll Manager



**St Benedict**  
CATHOLIC ACADEMY TRUST



**Wisdom, Faith & Virtue**

# Welcome from the CFO



## Payroll Manager

Dear Applicant

On behalf of the board of the Central Finance Team at St Benedict Catholic Academy Trust, thank you for your interest in this crucial role.

We are looking to appoint an experience and highly skilled Payroll Manager to provide a professional, efficient and effective payroll and advice service across all our Academies.

Although we are a young Trust we have already doubled in size with an employee workforce of 675 across 8 Academies. We are a beacon of excellence in Catholic education and have ambitions to grow further.

If you have the necessary skills, and have an above and beyond commitment to succeed we would like to hear from you.

Bobby Jasper  
Chief Financial Officer (CFO)  
St Benedict Catholic Academy Trust Board

## Our Vision

**As a family of schools, our vision is to be a beacon of exceptional Catholic education.**

Our mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

We provide the best possible opportunities for every child's education, with an overarching mission focused on delivering a strong Catholic education, firmly rooted in the belief that Christ should be at the core of all our endeavour.

## Our Aims

We will

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn

## Our Culture





## Our Journey So Far

St Benedict Catholic Academy Trust was incorporated on 5th September 2023 and we opened with our founding schools (2800 pupils) on 1st April 2024. These 4 high performing Catholic schools have a long history of working together and have taken the decision to move to a multi-academy trust model to better face the challenges that exist in today's educational landscape.

It is the Diocese intent for the Trust to expand over the next 5 years in line with our growth strategy. The Board of Directors support this direction of travel and are actively engaging in conversations with Catholic schools in the surrounding boroughs to identify further partner schools.

We have built an excellent working relationship with the Archdiocese of Southwark, DFE, and Local Authorities collaborating on how we can best provide for the young people in our care.

### Priorities and Challenges

- To recruit more Directors
- Demonstrate stability after our opening in April 2024
- Growth planning- managing expectations
- Working collaboratively with other Southwark Diocese Multi-Academy Trusts

### Our Support Structure

As we grow as a Trust so will the structure that supports it. Our Central Team work alongside our board of trustees and our schools to deliver the highest quality education and support for our pupils. Across our founding four schools we have over 500 staff, and this has recently grown with four more schools joining the the Trust in Spring 2025. We put people at the heart of everything we do and are committed to our staff and our pupils.

### Our Founding Schools

#### Primary

Our Lady and St Philip Neri Primary School, Lewisham  
St Anthony's Catholic Primary School, Southwark

#### Secondary

Bonus Pastor Catholic College, Lewisham  
St Michael's Catholic College, Southwark

### Phase 2 - Spring 2025

#### Primary

St George's Cathedral School, Southwark  
St Joseph's Catholic Primary School, Southwark

#### Secondary

St Matthew Academy, Lewisham (all-through including Primary)  
St Paul's Academy, Greenwich

For further information about our Trust, please visit [www.sbcat.co.uk](http://www.sbcat.co.uk)

# Job Description

<b>Post</b>	<b>Payroll Manager</b>
<b>Salary</b>	<b>£42,000 - £47,000</b>
<b>Contract</b>	<b>5 days a week; Hybrid - arrangements TBC</b>
<b>Reporting to</b>	<b>Chief Financial Officer (CFO)</b>

## Job Summary

Reporting to the CFO (Chief Financial Officer) the role of our Payroll Manager is to provide a professional, efficient, and effective payroll and advice service across the Trust and its 8 Academies based in South East London (Lewisham, Southwark, Greenwich and Croydon). The Payroll Manager will lead and develop the payroll service, ensuring the delivery of a high-quality service that meets legislative and statutory requirements.

## Key accountabilities

- Ensure that all staff members are remunerated in accordance with their work contracts
- Manage and process the processing of changes to payroll records as received from HR source data
- Manage full compliance with all statutory payments, deadlines and administrative submissions
- Effective management of staff assigned assist with payroll from the individual academies to ensure all payroll-related objectives are met in a timely manner
- Lead, develop and assist with performance management of academy staff to ensure the efficient delivery of service
- Manage the payroll system with up-to-date legislative changes and software updates. Ensuring the consistency and integrity of data is maintained
- Manage and support the implementation of any new payroll systems that may be introduced to ensure a seamless service
- Work closely and cooperate with the HR department to continuously improve processes and information flows
- Review current payroll processes and make proposals to management for improvements
- Liaise with staff and management on payroll related queries
- Manage an efficient and effective end-to-end payroll service in relation to the lifecycle of an employee, including creation/checking of new employees. variations to contract, payments, deductions and terminations
- Manage and support the processing of timesheets, P45s, Attachments of Earnings and any other additional financial amendments to the payroll records
- Oversee all changes due to sickness and parental leave
- Manage and lead the pension scheme administration. Ensuring all contributions and paperwork are completed for multiple pension providers
- Manage and maintain up-to-date knowledge of payroll-related policies, procedures and terms and conditions
- Manage the delivery of the payroll year end process and pension year end administration in accordance with all relevant legislation deadlines
- Maintain expertise and knowledge, including payroll, pensions and HR processes in order to provide support and advice, ensuring compliance with statutory obligations, legislation, regulations and current business processes and procedures

- Manage the preparation and provide salary information in appropriate format to HMRC
- Ensure compliance with various legislative guidelines for HMRC, Pension Regulators and DWP etc
- Manage the maintenance and populate the pension scheme systems
- Provide multiple staff Terms & Conditions administration and support
- Manage and produce the monthly payroll with different terms and conditions and assist in obligations to outside agencies
- Manage and process the salary date into the finance system, in a timely and accurate manner enabling the finance team to produce management accounts with company set deadlines
- Manage and ensure all reconciliations of the payroll balance sheet accounts are completed and resolve any variances
- Support and assist in providing data for TUPE transfers
- Lead in the review and development of St Benedict Catholic Academy Trust Payroll Policies, Procedures and Processes
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your profession

## PERSON SPECIFICATION

A. Education and Qualifications	Essential	Desirable
Relevant Payroll qualification(s), or the ability to demonstrate appropriate skills and knowledge	<b>X</b>	
B. Experience and Knowledge		
Sound knowledge of payroll legislation relating to payroll services; including HMRC requirements with regards to tax, national insurance, apprenticeship levy, RTI, auto enrolments, PAYE, off payroll working IR35	<b>X</b>	
A working knowledge of the Local Government and Teachers Pension Schemes	<b>X</b>	
Minimum of 3 years' experience working in a similar busy payroll environment	<b>X</b>	
Experience of developing and adapting business processes and systems	<b>X</b>	
Experience of payroll and pension year end processes	<b>X</b>	
Experience of leading, training and developing staff		<b>X</b>
Payroll Management experience		<b>X</b>
Experience of managing the implementation and development of the Cintra payroll system	<b>X</b>	
Experience of processing payroll with different terms and conditions	<b>X</b>	
Experience of managing various pension schemes	<b>X</b>	
C. Skills	Essential	Desirable
Substantial knowledge and experience of using payroll systems, specifically Cintra	<b>X</b>	
Knowledge and experience of using Cintra payroll systems		<b>X</b>
Ability to manage the day-to-day services provided by payroll transactional service, allocating workloads on day-to-day basis ensuring deadlines are met	<b>X</b>	
Good IT skills, including Microsoft packages (advanced excel knowledge)	<b>X</b>	

## PERSON SPECIFICATION

Excellent written and oral communication skills with the ability to communicate payroll issues effectively, with a wide range of people and develop effective working relationships at all levels	<b>X</b>	
Ability to produce information and accurate reports, with the ability to present information	<b>X</b>	
Excellent customer care skills	<b>X</b>	
High level administration and organisational skills and sound decision making skills, coupled with an understanding of appropriate escalation	<b>X</b>	
An inquiring, analytical and problem solving mind with an ability to manage work logically, consistently & accurately.	<b>X</b>	
Ability to work autonomously and maintain ongoing areas of responsibility. With natural curiosity and forward-thinking approach which helps pre-empt and plan for periods of change where additional work may be required.	<b>X</b>	
Able to prioritise, time manage and work to deadlines	<b>X</b>	
Attention to detail and ability to understand and apply complex information	<b>X</b>	
Ability to resolve a range of payroll queries from routine to complex issues	<b>X</b>	
<b>D. Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Flexible approach to work by responding to the needs of the Trust	<b>X</b>	
Commitment to own continuous personal and professional development	<b>X</b>	
Commitment to promoting the ethos of St Benedict Catholic Academy Trust	<b>X</b>	

## Application Procedure

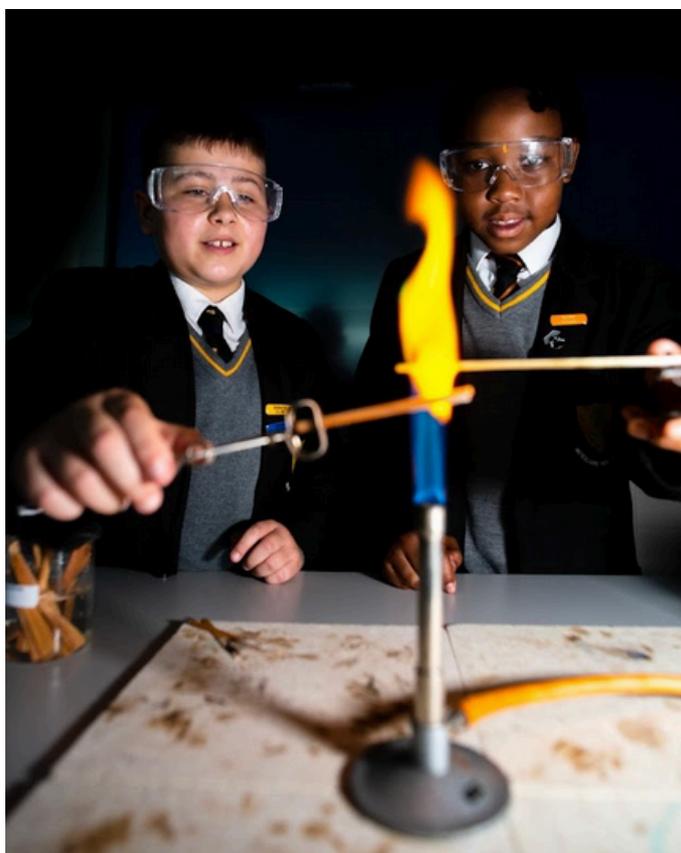
Applications should be completed online via the TES portal [www.TES.com/jobs](http://www.TES.com/jobs)

<https://www.tes.com/jobs/vacancy/payroll-manager-croydon-2230616>

Please ensure that it includes a personal statement outlining how you meet the Person Specification.

The deadline for applications is **Wednesday 25<sup>th</sup> June 2025**, with interviews TBC.

If you would like to arrange a visit or an informal confidential conversation with Bobby Jasper our CFO please contact [b.jasper@sbcacat.co.uk](mailto:b.jasper@sbcacat.co.uk)



**St Benedict**  
CATHOLIC ACADEMY TRUST

**Wisdom, Faith & Virtue**