



Be part of something amazing...

Our why, our vision: Creating better futures for our children through innovative people solutions.

Who are we – our DNA

We are education people specialists that provide **impactful products and services** to help you manage your people and deliver the best outcomes for children.

Our Heartbeat – what makes us tick

Our clients tell us that **'we just get it'**. We are quite unconventional compared with traditional HR service providers; we exist to help our customers to drive impactful school improvement through a range of intervention tools and techniques. Our people advice and people software are outcome and results driven - **we always put children's education and futures at the heart of our solutions.**

Where we came from – our pedigree

Our team have a vast depth of knowledge in school business management and education HR. That's our pedigree... In fact, our Managing Director worked as a School Business Manager/Consultant for 7 years before setting up Fusion HR in 2011.

Our team of Directors also share the long standing experience and enjoyment of working with those in education. With HR experience as Business Managers and key HR service partners.

Our Group – bringing everything under one roof!

We have been around for a while, and now support over 1600 schools and Trusts. We have fused both our services and software products under one group name (FEPS) – Fusion Education People Solutions – providing the full wrap around, end to end solution for all schools and trusts.



Be part of our journey

About the role:

Payroll Implementation Officer

Location – Unit A, Cedar Court Office Park, Denby Dale Road, Wakefield WF4 3FU

Working Hours – Monday to Friday 08:30-16:30 (37.5 hours per week)

Salary – £32,000 to £38,000 depending on experience

Hybrid role – Work from home and office (with occasional travel)

Flexible working options available

What will you do day to day?

The successful candidate will be part of a fast-growing team of payroll professionals providing a bureau service to schools, Colleges and Trust. You'll be joining a newly established payroll team, working on a hybrid basis, who are seeking opportunities for professional growth and development.

- You'll be responsible for implementing software solutions for education sector customers
- You will guide clients through the implementation process, providing training, best practice advice, and configuring payroll software to meet statutory obligations and customer requirements
- You will also be involved in updating and maintaining payroll system builds and conducting system audits

Other responsibilities:

- Liaison with customers to ensure the necessary information and data is obtained, summarised and queried

Why this role exists?

We have recently launched our in-house payroll bureau, providing an efficient payroll service to schools and Multi Academy Trusts across the country. This launch has been incredibly successful and as a result, we are rapidly growing our payroll function and have a number of new and exciting roles. We are looking for a forward-thinking payroll expert who will be able to implement our payroll software solutions to our education customers.

- Configure and test payroll accounts in line with customer requirement
- Conduct payroll parallel runs and liaise with customer accordingly
- Build bespoke report packs for customers including payroll journals
- Conduct system audits as required and support payroll compliance
- Provide support as needed for payroll system revisions including the addition or removal of establishments from accounts
- Adhere to Information Security policies and protocols including GDPR
- General data/administrative support as required
- Develop and maintain detailed knowledge of company products

Required skills and knowledge for the role:

- Proven payroll experience in a fast-paced environment
- Up to date payroll and pension knowledge
- Experience and a sound knowledge of computerised payroll systems and payroll implementation including system builds
- Solid understanding of payroll related compliance including audit
- Demonstrated project management skills
- Ability to manage multiple customer payroll builds
- Ability to build excellent relationships with customers
- Excellent written and verbal communication skills
- Excellent data management and data analysis skills with strong attention to detail
- Ability to understand and interpret client requirements
- Self-motivated with strong organisational skills
- Ability to travel within the UK occasionally

About You:

In addition we ask all our colleagues to contribute through the way they behave, think and feel by demonstrating the following:

- Active participative, team membership
- Show professionalism
- Be courteous
- Demonstrate compassion
- Contribute to world-class service in all that we do
- Be polite
- Show empathy
- Be courageous and willing to try new things
- Show perseverance, going above and beyond
- Delivers solutions and support to our customers with a sense of urgency
- Be open hearted and minded
- Demonstrate emotional intelligence and awareness of your 'battery levels'
- Set high standards and drive towards delivering them
- Proactively prioritise our customers needs to demonstrate how we care

Why join us?

There are many benefits on offer for all roles including:

25 days annual leave plus 8 bank holidays (increases annually with service up to 29 days) | your birthday off work | Holiday purchase scheme | Pension scheme | BUPA Healthcare Cashback Plan | Free on site parking | A clear career pathway as soon as you join | Free fresh fruit and snacks delivered weekly | Employee Assistance Programme | Time off for those special events; nativities, school plays, & graduations | Hybrid working considered | Great company social events | Free flu vaccine | Free barista coffee and refreshments

You will be working with a variety of people, with different experiences and skills. However, we are also parents, dog owners, gig goers, cyclists, gym bunnies, bloggers and festival goers too. Our team song is 'Don't stop believing'.

We partner to bring a high level of educational HR support. We are driven to deliver everything we do through our values:

Honest and Trustworthy: We trust in ourselves, the relationships we have with others. We build and nurture open, honest relationships across the whole group of companies within Fusion Education People Solutions and with our amazing customers.

Approachable: We make time for others; welcome conversation, and offer a consistent level of engagement which is welcoming and positive. We want to be recognised for being kind and considerate with each other and our customers.

Caring: We have each others back, and offer support without hesitation. Our caring creates an environment of respect, trust, compassion, laughter and therefore a happier place to work.

Robust: We maintain performance in the face of adversity and challenge. We demonstrate high energy across everything we do. We will sometimes struggle and may even fail, some we will win and some we will lose. We will pick each other back up and go on together.

Creativity: We think outside given boundaries in search of better ways. We will be curious, passionate and driven to seek better solutions for ourselves and our customers.

Flexible: We look beyond the obvious to uncover different approaches to get the job done. We are ready to change and adapt, we believe a little disruption will inspire us to improve.

Passionate and Driven: We have a lot of fun doing what we do and our passion keeps us excited about our innovation and future destinations. Always focusing on creating better futures for our children.

Your wellbeing and welfare matter to us:

Body, mind and soul: We want our colleagues to enjoy their time with us, that includes having a balanced mental state, and healthy body and a contented mindset.

We have regular team days, fundraising events and company conferences.

Diversity matters...

The company is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our colleagues to be truly representative of all sections of society and our clients, and for each colleague to feel respected and able to give their best.

...and finally...

Get in touch by emailing: Recruitment@feps.co.uk



Fusion Education
People Solutions

Part of FEPS group - Education HR specialists