



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 1000 schools and 100 MATs, 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 Officer

We are based at 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 - £25,000 - £32,000 depending on experience

Hybrid working options

Why this job exists?

Our payroll service removes the administrative burden of payroll and pension management from our customers. You will be integral to the success of their journey with us.

What will you do day to day?

- You will manage a portfolio of our customers monthly payroll operation ensuring that each stage of the payroll process is actioned in full.
- Ensure that all staff are paid correctly and timely (within customer requirements and deadlines).
- That accurate information and payments are made to all stakeholders, internal and external including HMRC etc.
- To comply with data protection legislative requirements (GDPR) and company expectations which are in line with ISO27001 and Cyber Essentials plus certification.
- Updating payroll system with current rates including Pay Scales, allowance values, Pension deduction rates, NI rates and tax thresholds (both employer and employee).
- Calculation of pay adjustments where required, including calculation of outstanding holiday pay due or to be collected for leavers.
- Processing maternity, paternity and shared parental pay calculations in line with customer policies and expectations.

Required skills and knowledge for the role:

Key to keeping our clients happy, the role requires the following:

- Educated to degree level and/or relevant payroll qualification
- Previous experience of payroll processing (education sector experience would be a bonus)
- Experience of HMRC requirements with regard to Tax, National Insurance, and Statutory deductions and payments
- Experience of Auto Enrolment pension schemes administration
- Experience of producing reports, analysing & interpreting data
- The ability to work part of a team
- The ability to validate payroll data against current payroll data and HR system
- The ability to multi task whilst ensuring attention to detail
- Good knowledge of MS Office including Excel
- An understanding of data and the importance of accuracy
- Excellent telephone manner with a real commitment to outstanding customer service and resolution

Desirable:

- Knowledge of the Local Government Pension Scheme and Teachers' Pension Scheme
- Good presentation skills and able to support the Commercial team with payroll presentations as & when required

About You:

- A team player
- Contribute to world-class customer service whilst commanding strict levels of confidentiality & discretion
- Polite & empathetic
- Show perseverance; going above & beyond
- Delivers solutions & support to our customers with a sense of urgency
- Set high standards and drives towards delivering them



Why join us?

There are many benefits on offer for all roles including:

24 days annual leave plus 8 bank holidays | 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 | 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.

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