



# 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:

### Head of Payroll

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 - £60,000 to £70,000 depending on experience

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

Flexible working options available

## What will you do day to day?

This new role will continue to drive the delivery of an exceptional payroll bureau service, specifically tailored for the education sector. The successful candidate will manage a fast-growing team of payroll professionals ensuring growth is managed whilst mitigating risk to the business through strong quality control management.

You will be leading a recently established payroll team, where many within the team are seeking opportunities for professional growth and development.

- Take a lead role in supporting the payroll service growth strategy including the commercial overview and statistics for leadership reports.
- Be a skilled and confident presenter who can support the wider team with payroll related tender submissions, sales presentations and payroll messaging/branding.
- Further establish a forward-thinking team of payroll professionals and their growth and development, plus management of the recruitment strategy for growth.
- Operate and further shape a comprehensive payroll strategy focusing on optimising payroll processes, ensuring compliance with regulations, and enhancing overall efficiency, whilst minimising risks.
- Further enhance robust policies and procedures for payroll management including payroll and pension processing, data security, compliance with tax laws, and employee compensation.
- Ensure the payroll team remain in line with regulatory compliance, customer requirements and its managed payroll operations accordingly.
- Audit payroll transactions to ensure all amounts and payment dates are accurate including PAYE, Pensions and other salary sacrifice benefits.
- Ensure the timely and accurate delivery of payroll services to customers. Enhance quality control measures and performance metrics to monitor service delivery and address any issues promptly.

## 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. The demand for our customers to add our payroll bureau to their HR software (SAMpeople) is high, hence our newly created Head of Payroll role. This is an exciting opportunity for an experienced payroll professional who is commercially savvy and a confident communicator, to lead our Payroll Team and to drive a managed payroll service growth strategy.

So, if you're a forward-thinking payroll expert who can work at pace and effectively manage a growing team then this role is for you!

- Overseeing the process for all pension scheme administration including enrolment, contributions and changes across multiple pension schemes and associated audits.
- Liaise closely with internal teams including People Software and Product Development teams, to drive improvements and efficiencies.
- Take a proactive approach to shaping the evolution of the payroll function. Identify opportunities for innovation, process improvements, and strategic initiatives to drive continuous enhancement and growth.
- Oversee customer satisfaction and customer retention and KPIs.
- Gather customer data and produce report for submission to the company's senior team/Directors.
- Liaise with key partners to ensure the best service provision for our customers, this includes payroll software, BACS, partner providers etc.

### Other responsibilities:

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

# Be part of our journey

## Required skills and knowledge for the role:

- Proven payroll experience in a fast-paced operation, Education sector experience would be desirable but is not essential
- Operated at a senior leadership level within payroll operations previously
- Operated within a commercial environment utilising sales forecasts and budgets with a strong focus on sales and retention targets
- Up to date payroll and pension knowledge and full awareness of upcoming legislative changes that affect pay
- Extensive knowledge of computerised payroll systems including experience of payroll system build, processing, 3rd party returns including pension returns and reporting
- Excellent people management skills with a proven ability to effectively manage and coach employees including experience of appraisal, performance concerns and navigating HR processes
- Previous experience of effectively managing customer payrolls in their entirety including pension management
- Solid understanding of payroll related compliance including audit
- Demonstrated payroll project management skills
- The ability to engage and influence a wide range of internal and external stakeholders, and to communicate complex information to a variety of audiences in an understandable way

## 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](mailto:Recruitment@feps.co.uk)**



Fusion Education  
People Solutions

Part of FEPS group - Education HR specialists