

Reporting to:	Financial Controller
Location:	Guildford
Salary:	£30,000 - £35,000 dependent on experience
Hours:	Full time

Explore Learning is looking for a passionate and enthusiastic individual to lead our payroll team in our Guildford Head Office. The payroll manager will proactively develop the team and ensure their ability in offering best-in-class service to all our employees. The payroll manager will also be responsible for leading the project of in-housing the UK payroll from our current outsourced provider and manage the processing of the US payroll.

Person Specification:

- Experience in running multiple payroll cycles
- To have a proven understanding of payroll policies and procedures
- To be an outstanding communicator and collaborator
- High attention to detail
- Strong professional standards
- To be resilient with a can do attitude
- Continuously striving for excellence
- To have excellent organisational skills
- To be able to train and coach others to a very high standard
- To have proven skills in project implementation and change management
- To be a strong motivator
- Good interpersonal skills and willing to make a positive contribution to the company's culture
- To hold a recognised payroll qualification

Overview of Role / Key Responsibilities:

- Ensuring that the full time and variable pay cycles for the UK and US are completed to the highest accuracy and are finalised by the deadlines provided by our outsourced provider
- Assessing the options to in-house payroll from our current outsourced provider. Developing a robust implementation plan and ensuring the team are upskilled to take on the additional tasks needed as a result of no longer having an outsourced provider
- Leading and developing the payroll team to ensure the highest delivery of service to all employees
- Oversight and management of all employee payroll questions administered through our internal help desk ticketing system. Ensuring the payroll team deliver the highest level of customer service with all interactions when dealing with queries from head office and centre staff
- Ensuring compliance with all statutory and regulatory tasks including year end process. Keeping up to date with legislative updates and monitoring any future compliance requirements for the Group

- Ensuring that record keeping and filing of key documents is of the highest order
- Create and maintain a strong working relationship with the RM team, business process manager and senior management as this will be key in successfully delivering the in-house payroll project and ensuring escalated issues are resolved to the highest standard
- Providing monthly analysis to the FP&A team to support this team with cost control and variance analysis
- Other – performance of any other duties reasonably required by the FC

The package

Salary: £30K – £35K dependant on experience + Bonus scheme + benefits

Other benefits:

- Buy/sell holiday scheme, whereby you can buy an additional 3 holiday days a year as well as sell up to 3 holiday days back to Explore at the end of the holiday year.
- Cycle to work scheme & Payroll Giving
- Pension scheme
- Access to our Employee Assistance Programme
- 1x paid Volunteer day per year to support a charity/fundraising activity of your choice
- Staff discount: 50% for family members
- Young Persons Railcard (16-25) or 26-30 Railcard
- Discounted Tastecard

About Explore Learning:

Explore Learning is an award winning tuition provider designed to support 4-14 year olds with their maths and English skills. Our mission is to nurture fearless learners, and to be the best possible complement to a child's school education. We have supported over 275,000 children across 144 centres in the UK and six in the US, and working with us means joining an ambitious, people centred, conscientious company, named the 2nd Best Big Company to work for by the Sunday Times for the past two years.

Please send your CV and covering letter to lucy@explorellearning.co.uk stating why you would like to work for us and how you feel your strengths would suit the role.

Deadline: 31st May

