

Current vacancy:	Operations Manager (Payroll)
Location:	Worcester
Salary:	Competitive plus discretionary bonus
Job type:	Permanent, full time
Closing date:	13th August 2019

About Liaison Group

Founded over 30 years ago, we are a well-established and trusted health economy partner, saving millions for reinvestment in health and social care through our Workforce, Financial and Care businesses.

We have a workforce of more than 250 people with a headquarters located in the historic city of Worcester, a technical team in Derby, along with many remote workers across the length and breadth of the UK.

About Liaison Workforce

Founded Helping NHS organisations on their journey to become workforce exemplars. Liaison Workforce delivers programmes to drive measurable improvement in all areas of workforce management.

We provide actionable insights through expert support, guidance and detailed management reporting & benchmarking.

The team

You will look after the Payroll, Disbursements and Pensions team who provide services for our NHS clients. The Payroll team is the largest, with a variety of process-orientated job roles across the teams.

The teams are friendly and fun, with a professional, hard-working attitude. The team amounts to 25 FTE overall.

There are particularly tight deadlines within this team, with a large number of weekly payrolls being run for our clients. Although hard-working, the team often bring in food for the office including home-baked goods. They also hold regular charity activities such as Macmillan bake sales, food banks and even the odd skydive!

Main responsibilities

To lead the payroll, disbursement and pensions function, responsible for the preparation and production of weekly outsourced payrolls, ensuring that all staff are capable of regularly generating accurate and timely payments for clients and their staff, in accordance with both statutory and company rules. Also responsible for ensuring the accurate and on time reporting of contributions across numerous pension schemes, as well as the accurate and timely disbursement of agency fees.

To drive for performance improvement and results through innovative practice, continual improvement and performance management to deliver organisational priorities.

To ensure that a strong performance culture is maintained that attracts, values and retains the most talented and committed team members.

To work collaboratively as part of the Service Centre management team to deliver the shared goal of world class service to internal and external customers.

Experience and qualifications required

It is not mandatory to have ran a payroll team previously, however this would be advantageous. The focus is around people management of a large team, with the aptitude to pick up technical parts of the team's activities quickly.

Essential:

- Proven track record in building and leading a world class culture in the provision of services within a complex organisation
- Effective leadership and development of large teams and direct reports
- Performance management and delivery of Key Performance Indicators (KPIs)
- Proven track record in systems development and process re-engineering to streamline and reduce transactional payroll processes
- Degree or equivalent qualification in a relevant subject or appropriate level of professional expertise or demonstrable equivalent experience working within a Payroll and/or customer service transactional environment
- Evidence of continuing professional development

Benefits of working at Liaison Group

We believe that working life should be a happy and healthy one.

We offer all staff a wide variety of company benefits as well as the opportunity to get involved in a range of company organised events - from regular physical challenges to bi-annual staff away days and social events.

Our wide range of staff benefits aim to have an impact on both home and working life for all staff, while at Liaison Group.



We offer:

- 23 days holiday initially, which increases annually up to 28 days
- Private healthcare for you and friends and family
- Tax-free childcare
- Contributory pension
- Life assurance of 4 x salary
- Company days/social events
- Free fruit in our offices
- Bonus when you introduce a new colleague to Liaison Group.

How to apply

Please send your CV and a covering letter to jobs@liaisongroup.com by 13th August.

Thank you for your interest in joining Liaison Workforce.

