

# Ready to rocket?



Opportunity to join an ambitious, award winning financial services firm with big ambitions for the next five years.

Our people are at the heart of our success and maintaining our culture is at the epicentre of achieving our ambition to become a top 25 accounting firm by 2026, that's why we're looking for an Employee Experience Manager, to work closely with our Head of Employee Experience and help us develop and maintain our culture through acquisitive growth.

## Who we are:

At Wilson Partners, we provide a suite of integrated, innovative and value-added accounting, tax and corporate finance solutions that empower businesses, investors and private clients to make better decisions.

We don't do grey suits, operate in silos, or spend all day counting beans. On the contrary, we operate out of a vibrant open plan office in the centre of Maidenhead, all our directors are fully engaged in the business and we're passionate about client success, because if our clients thrive, our people thrive too.

We don't want to just make up the numbers, we're a business that makes a real difference to the relationships we build and helps to make life count for our people and our clients.

Each one of us is dedicated to challenging, inspiring and supporting our clients to live the lives they want and enjoy the success that will benefit those they care about and the wider community.

We have grown organically year-on-year since our inception in 2008. In September 2021, we took investment from a family office to accelerate our growth with a view to creating a top 25 accounting, tax and corporate finance business with 5 years.

**We're ready to rocket, are you?**

## Employee Experience Manager

**Location:** Thames Valley – Maidenhead

**Company:** Wilson Partners  
Leading Accounting, Tax and  
Corporate finance business

## Your new role:

We are committed to achieving the right lifestyle balance for our people. We operate a vibrant working environment with a commitment to uncompromising delivery to our clients, but with a real nurturing approach to our team, ensuring we can deliver excellent client service whilst allowing our team to develop their careers.

To support our accelerated growth plans, which will include making a number of acquisitions of other accounting, tax and advisory businesses, we are looking for a Employee Experience Manager to Support the Head of Employee Experience. Providing advisory, project and administration support for all aspects of Employee Experience.

In this role, you will provide advice and assistance to management and staff on human resources policies, procedures and legislation. You will coordinate and deliver the HR induction programme for all new starters.

## Job Description

<b>Main purpose of job</b>	Support the Head of Employee Experience in the implementation of the Group's People Strategy. Providing advisory, project and administration support for all aspects of Employee Experience
<b>Reports to</b>	Head of Employee Experience
<b>Duties &amp; key responsibilities</b>	<ul style="list-style-type: none"> <li>• Providing advice and assistance to management and staff on human resources policies, procedures and legislation</li> <li>• Coordinate and deliver the HR induction programme for all new starters. Work with Office Manager to ensure new starter set up on all systems</li> <li>• Supporting managers with recruitment and selection activities, including liaising with agencies, utilising direct sourcing channels (social media, referral scheme management), supporting interviews and training hiring managers</li> <li>• Build and participate in the staff onboarding process, advising managers and on good onboarding practices</li> <li>• Development and management of leaver process ensuring compliance with GDPR and IT security</li> <li>• Responsible for completing all exit interviews, collating data, analysing trends and reporting to management team</li> <li>• Manage the administration and reporting of Company benefits package</li> <li>• Work with outsourced HR to ensure policies are up to date and in line with legislation and good practice</li> <li>• Review, monitor and advise on performance management across the business</li> <li>• Maintain and drive the relevance and visibility of our Values and Competency Framework as a key component of our culture</li> <li>• Review, monitor and manage employee engagement initiatives, including reporting on feedback from employee surveys</li> <li>• Support with the business application for Best Companies awards and the ongoing maintenance of these through engagement initiatives</li> <li>• Support the Wellbeing Team and Social Committee ensuring initiatives are aligned to the wider HR strategy</li> <li>• Management of Charity partnerships and initiatives</li> <li>• Work closely with our outsourced HR Advisors, supporting employee relations issues as needed with oversight of administration of HR Toolkit, contracts and other such contractual documentation (eg annual salary letters, promotions), including an annual review of the Employee Handbook</li> <li>• Support management teams with all employee relations issues including disciplinary and grievance meetings</li> <li>• Support Head of Employee Experience with development and implementation of a Wilson Training Academy. Work closely with our third-party training providers to ensure relevant content for the development of our people</li> <li>• Develop and manage training matrices, career paths and succession planning process</li> <li>• Support managers to develop their skills in terms of HR knowledge and people management</li> <li>• Development and maintenance of HR intranet</li> <li>• Support for ongoing Tupe and acquisition processes</li> <li>• Ad-hoc project support</li> </ul>

## Job Description

<b>General responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure confidentiality of sensitive data</li><li>• Maintain expert knowledge through selection of relevant CPD</li><li>• To act in accordance with the business' values and competency framework</li><li>• Apply regulatory, legal, professional and ethical standards</li></ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"><li>• Resourcefulness to resolve issues and identify opportunities</li><li>• Commercial understanding of the market within which the firm operates and those of its clients</li><li>• Ability to communicate across all levels of business with relevant content and insights that add value to the team</li><li>• Ability to coach and train other team members</li></ul>
<b>Knowledge &amp; experience</b>	<ul style="list-style-type: none"><li>• CIPD Member</li><li>• Experience in a similar advisory/ project role</li><li>• Experience of managing HR Projects in a very hands on role</li><li>• Ability to solve complex people problems and lead people through change management</li><li>• Thorough knowledge of relevant employment law and regulations</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• A 'can do' attitude with a high attention to detail</li><li>• Excellent communication skills at all levels – both verbal and written</li><li>• Embracing and driving change</li><li>• Empathetic and approachable</li><li>• Confidence</li><li>• Excellent organisation skills</li><li>• Strong focus on managing deadlines and work load prioritisation</li><li>• Refer to competency framework for specific behavioural indicators</li></ul>