

# Our Payroll Service

Payroll Services



☎ 03333 219 000  
✉ payroll@bishopfleming.co.uk  
[www.bishopfleming.co.uk](http://www.bishopfleming.co.uk)

 **Bishop Fleming**  
Payroll Services

# Payroll administration has become an increasingly complex, costly and time-consuming distraction.

## Why outsourcing is a good solution

### Provides peace of mind and reduces risk

With the growth of employment red tape, payroll administration has become increasingly complex, with constant changes to legislation.

### Saves money

Outsourcing can save money, not only by removing the need to employ trained staff but also the requirement to purchase and keep up to date specialist payroll software and the associated licence fees.

### Frees up valuable time

Outsourcing payroll saves valuable time, energy and stress, freeing up staff and enabling businesses or organisations to concentrate on their core business objectives.

## Why Bishop Fleming?

Our comprehensive and fully compliant payroll service includes:

- a dedicated point of contact;
- maintenance of statutory legislation;
- reporting to each client's bespoke specifications;
- e-payslip delivery;
- GDPR secure portal function for input delivery and report collection;
- Real Time Information (RTI) submissions;
- payroll P60 tax year end returns;
- auto enrolment administration service.



### Other key points to note:

We are Chartered Institute of Payroll Professionals Payroll Assurance Scheme assured. This provides our payroll clients with the peace of mind that we have the processes and procedures in place to provide a fully compliant service. Our 2015 Investor in Customers survey gave us an exceptional award for our services.

We are also a BACSTEL-IP approved bureau. This provides the speed, security and ease of payment transactions provided by no other system.

Don't just take our word for it. Inside we've highlighted what some of our clients have to say about our payroll service.

## Bishop Fleming Payroll Services

Bishop Fleming's payroll service has been established for over 30 years and now serves over 900 small to medium sized companies and organisations who employ up to 1,000 staff.

We pride ourselves on the service we provide and constantly strive to ensure this exceeds the demands of our clients.

Bishop Fleming Payroll Services is a subsidiary of Bishop Fleming Chartered Accountants. Bishop Fleming is a 29 partner firm employing 340 staff, with offices throughout the South West and West Midlands.

## Client testimonials

### Providing a flexible and tailored services

"Bishop Fleming has constantly delivered an excellent fully flexible outsourced payroll provision, offering a bespoke solution for our 400 employees. Bishop Fleming has been able to provide us with a dedicated payroll manager, who understands our business models and is able to offer us alternatives as to how we may manage our payroll issues."

*Mark Jelbert, Financial Controller &  
Tracy Edmonds, Director Human Resources EMEA*



### Efficiency and accessibility

"Since using Bishop Fleming Payroll Services we have been delighted to convert to e-payslips and also to utilise the BACS Bureau facility. The payroll for approximately 240 staff is turned around quickly and efficiently and I know that I can pick up the phone at any time for assistance."

*Richard O'Sullivan, Group Payroll Manager*



### Client focus

"At Foot Anstey, we have always been impressed by the accuracy and quality of payroll services provided by Bishop Fleming. A pragmatic and client focussed approach is adopted, which gives confidence that Bishop Fleming are a trusted business partner. The team excel at providing a first class service and any query raised is never seen as a problem."

*Neil Demuth, Financial Controller*



### Helpful, knowledgeable and flexible

"We moved our payroll to Bishop Fleming on the day we became a single academy trust and have been with them ever since. It was one of the best decisions we made. Since then we have grown into a multi-academy trust with 8 schools including secondary and primary schools and have had a smooth transition for each set of schools that have joined us. We have worked closely with Bishop Fleming to create a payroll process that works smoothly for both organisations. The staff at Bishop Fleming are helpful, knowledgeable and flexible and provide an excellent service not only for payroll but with pension returns and end of year data."

*Julia Anwar, Head of Business*



### Professionalism and cost effectiveness

"South West Care Homes have used Bishop Fleming's payroll service for several years. They have always delivered a high quality service, are friendly and professional, and were able to respond flexibly to our changing needs as we implemented a clocking in system for staff time recording. We are very satisfied with both the quality and the cost effectiveness of their service."

*Alan Beale, Managing Director*



South West Care Homes

## Expertise at dealing with complex issues.

"Bishop Fleming have undertaken the payroll for this well known clothing and footwear company, co-coordinating the data capture for stores across the UK and processing the monthly payroll for in excess of 250 employees for several years. Regular adjustments for sales commissions, bonuses, etc are common. We have found their personal approach to managing our account to work well with our business and is consistently timely and accurate."

*Barry Webb, Finance Director*



## Friendliness.

"After outsourcing to Bishop Fleming we have received an outstanding service from their friendly and approachable staff. Our teams work well together and the level of accuracy is excellent, meaning that Bishop Fleming have become the solution to a stress free payroll."

*Charles Murphy, Head of Finance &  
Stephanie Andrews, Payroll & Finance Administrator*



## Building long term working relationships.

"South West Highways have been using the Bishop Fleming payroll service for years for our workforce of over 600 staff. They provide an extremely professional and efficient service that takes away any headaches for me about staffing levels, training to keep the staff abreast of government legislation changes, filing and year end procedures. I would have no hesitation in recommending them as a service provider."

*Keith Mason, Finance Director*



**To hear more about what Bishop Fleming Payroll Services can do for you contact one of our specialists for a free no obligation consultation. Our payroll processing centres are located at the addresses below.**

### Bath

Minerva House  
Lower Bristol Road  
Bath  
BA2 9ER

T: 01225 486300  
F: 01225 486310

### Torquay

50 The Terrace  
Torquay  
Devon  
TQ1 1DD

T: 01803 291100  
F: 01803 206410

Bishop Fleming also has offices in the following locations:

### Bristol

0117 9100 250 [bristol@bishopfleming.co.uk](mailto:bristol@bishopfleming.co.uk)

### Exeter

01392 448800 [exeter@bishopfleming.co.uk](mailto:exeter@bishopfleming.co.uk)

### Plymouth

01752 262611 [plymouth@bishopfleming.co.uk](mailto:plymouth@bishopfleming.co.uk)

### Truro

01872 275651 [truro@bishopfleming.co.uk](mailto:truro@bishopfleming.co.uk)

### Worcester

01905 732100 [worcester@bishopfleming.co.uk](mailto:worcester@bishopfleming.co.uk)

[www.bishopfleming.co.uk](http://www.bishopfleming.co.uk)

Bishop Fleming Chartered Accountants provide the following services:

- Audit Assurance
- Business and Personal Tax
- Corporate Transactions
- VAT Advisory
- Accounts

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**Will Hanbury**  
**Payroll Director**  
WHanbury@bishopfleming.co.uk

Will is responsible for strategy and assessing the future requirements of our payroll business. He enjoys working with the payroll team to deliver the highest quality product and service. Will is also a Partner of Bishop Fleming Chartered Accountants.



**Lee Hellingsworth**  
**Senior Manager Payroll Services**  
LHellingsworth@bishopfleming.co.uk

Lee joined Bishop Fleming in 2003, after senior payroll management roles at Logica CMG, Orbit Benefits, Oracle Corporation and HM Treasury. He is CIPP Diploma qualified, and has more than 25 years' experience in delivering compliant payroll services. Lee is responsible for the promotion and development of Bishop Fleming's payroll service.



**Katie Holmes**  
**Payroll Manager**  
KHolmes@bishopfleming.co.uk

Katie originally worked in HR and moved across to payroll in 2007. She thoroughly enjoys working with the variety of clients that the bureau looks after, and she even enjoys the challenge of delivering payrolls to meet deadlines month in month out. During her time in payroll she has completed her CIPP foundation degree in payroll management. Katie is very proud of the high quality service the bureau delivers, and she constantly strives to further develop the service.



**Tracy Clegg**  
**Payroll Manager**  
TClegg@bishopfleming.co.uk

Prior to joining Bishop Fleming's Payroll Services team in 2003, Tracy spent 13 years in the Payroll department of international law firm Allen & Overy. During her time at A&O, Tracy saw the firm grow enormously, both in the UK and overseas, and consequently learned to tackle complex expatriate payrolls. Whilst at A&O, Tracy was awarded her CIPP Diploma.



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A list of members' names is available at the above office address.