



payroll technician

job description and organisational overview



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job overview

Post:	Payroll Technician reporting to the Payroll Bureau Lead
Location:	1 Lamb's Passage, London, EC1Y 8AB or home-based
Salary:	£20,500 - £26,000 per annum depending on experience + benefits
Closing date:	Friday 15 th January 2020 - Interviews expected to be week commencing 25 th January 2020

background

In the autumn of 1906, eleven Christians gathered around a table to witness the birth of the United Kingdom Evangelization Trust (UKET). Progressive for its time, UKET's primary function was to hold in trust resources generously given by its members for Christian based philanthropy. Fast forward 114 years and Stewardship remains a progressive pioneer of Christian generosity; receiving, investing and releasing over £70 million of charitable giving each year. But we're just getting started.

The need for what we do has never been greater – churches, charities and ministries are losing valuable time to increasingly complex legal and financial compliance. The opportunities for mission and ministry have never been greater, but those called to this important work are under financed, under resourced and in some cases burning out. And for all Christians, called to live and give generously, the pressures of modern life and confusion over how to give well, is restricting an abundant outpouring of generosity.

So, right now, we're redoubling our efforts and embarking on our most ambitious growth programme to date, to help radically and generously resource God's kingdom for the 21st Century. We're investing in technology to grow our Christian giving platform, creating a marketplace where those wishing to give can meet those in need of funds; we're increasing the support we provide to church plants, fast growing churches and Christian charities to develop strong and biblically sound approaches to their finances and governance.

We have a spacious, modern office with meeting spaces, which we hire out to churches and other Christian charities. We are looking for a motivated and enthusiastic person to serve in our Treasurer Services Team.



mission, vision and values

Stewardship is a Christian charity providing its services largely to evangelical Christian churches, organisations and individual givers.

Our mission is transforming generosity:

We make giving easy and help over 25,000 individuals to give around £70 million each year, to our database of over 19,000 charitable causes. We help people organise all of their charitable giving from the first gift to the last, any amount at any age, using their Stewardship giving account. Our online fundraising website, give.net, helps hundreds of causes raise more money each year.

We inspire greater generosity from the Christian community too, through our wealth of resources, courses and campaigns for individuals and churches alike. We challenge and provoke the church to teach more effectively on generosity. Our own generosity campaigns and resources, including the award-winning 40acts, attract thousands each year.

We strengthen Christian causes, by offering practical, tailored financial and legal support to help Churches and Christian charities to transform the world. We offer a range of professional, legal and financial support services to churches, charities and individuals.

At our core, as believers in Jesus Christ, are the biblical values of:

Generosity

Integrity

Relationship

Excellence

Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues and clients, where appropriate



job description

overview

As Payroll technician, your role will support the work of our highly acclaimed Treasurer Services team, providing payroll services to over 700 clients.

The Treasurer Services team at Stewardship is in great demand and is looking to build on the support it provides to UK churches and Christian charities. As a Payroll Administrator, you will work alongside our award-winning Payroll Bureau team, with responsibility for building relationships with and serving a distinct group of clients, while assisting with some of the central workload of the team. The details of this part of the role are dependent on experience, but ongoing training is provided, both internally and through the CIPP, as appropriate.

The team requires support at different levels, which could be achieved by those with considerable experience and technical knowledge or by those who are relatively new to the field, but with the right personal attributes.

The salary range therefore reflects these different possibilities.

main responsibilities:

The role is primarily technical payroll, but also administrative. The key responsibilities for this role are to:

- Run payrolls for churches and Christian charities;
- Support the Treasurer Services team deliver the wider services.

Professional payroll service for clients

- Maintain client payroll data accurately and up to date, based on client instructions.
- Carry out payroll processes accurately and within planned timescales.
- Maintain the security and confidentiality of client information at all times.
- Handle client queries and correspondence courteously, promptly, accurately



and effectively.

- Promote the payroll service to potential clients and handle new client applications.
- Provide advice to churches and charities on subjects where trained and sufficiently experienced/qualified to do so.
- Supporting clients to ensure that their various payroll obligations are met.

Team administration

- Assist with the planning of the team's workload.
- Administer the handling and storage of client records both physical and electronic.
- Administer the client contact databases.



person specification

it's all about you...

We recognise that to be great at your role, there are certain characteristics that are important. And others that enable a good fit within our existing team and culture.

- You would like to, or already have, experience of church finance and either have, or are happy to work towards, a qualification in payroll.
- You have experience or a desire to be involved in evangelical church finances and enjoy working with Christian church finance team members and charity trustees.
- You are motivated by wanting to see the Christian church develop in handling of money and for you also to be transformed by Christian generosity.
- You are keen to learn from others and able to apply training quickly.
- You have a commitment to deadlines, are able to plan and prioritise work, and support members of the team that you work alongside.
- You have an enquiring mind and understanding of implications that leads you into enquiry and analysis, but also understand the relevance of prioritising what is important.
- You are a good communicator, able to make the complex simple and easy to understand.
- You are able to see issues through the eyes of others and work with those that are serving in areas in which they are not naturally skilled.
- You have a servant approach and are a collaborative worker, able to persevere with background tasks to help the team achieve the overall objectives.



your experience

We are believers in investing in talent and potential; however, for the best chance of success, experience in most of the following will stand you in good stead.

- Experience of standard payroll processes and routines from initial capture of data through to payment and reporting.
- Experience of working with a variety of clients who present records of varying quality, including unstructured or incomplete instructions.
- Experience of consistently meeting deadlines and reporting requirements.
- Experience in exercising independent judgement, and able to give tactful and relevant advice, written or oral, and knowing the limits of your knowledge.
- Experience of using a payroll software package, such as Star Payroll Professional, or Sage.
- Experience of the new workplace pension regulations and the impact of this on employers and their employees.
- Experience of working with supervisory staff and undertaking delegated work for them to review.
- You have good experience of working in Excel and knowledge of other Microsoft Office products.

General

- Understanding of operational and volunteer roles and issues within the church sector.
- Experience of working as part of a church finance team would be beneficial but is not essential.



working for us

Working hours:

This is a full-time post. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work on a flexi-time basis between 8.30am and 6pm in accordance with the needs of the organisation.

There will be occasions where you will need to work overtime.

Annual leave:

27 days

Company benefits:

Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary, into a group personal pension scheme (applicable after 3 months service). A salary sacrifice scheme for personal contributions is also available.

Other benefits are available including childcare vouchers, subsidised gym membership, a matching scheme for charitable giving, and we always remain open to ways we can look after staff and create an environment where people want to work.

More details on staff benefits can be found at www.stewardship.org.uk/jobs.



application process

Please complete your application online by visiting www.stewardship.org.uk/jobs and clicking on the link by the relevant job vacancy.

You will need to provide a copy of your C.V, along with a covering letter that demonstrates what you would bring to the role, the organisation, and how you fulfil the occupational requirement.

For further information, please contact Kofo Abidemi- People, Culture & Place Administrator

Address: 1 Lamb's Passage, London EC1Y 8AB

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk