



payroll technician

job description and organisational overview



contents

Job Overview 3

Background 3

Mission, Vision and Values 4

Job Description 5-7

Working for us 8

Application Process 9



job overview

Post:	A full-time role helping a group of churches and Christian charities to meet their day-to-day payroll duties, and assisting with the overall tasks of the payroll team. Applications for part-time positions will also be considered.
Location:	1 Lamb's Passage, London, EC1Y 8AB.
Salary:	£22-26,000 per annum (depending upon experience: see 'Job description overview' below)
Closing date:	Wednesday 17 October 2018 - interviews week commencing 29 October 2018.

background

In the autumn of 1906, eleven men 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 112 years and Stewardship remains a progressive pioneer of generosity; receiving, investing and releasing almost £70 million of charitable giving each year. Having undergone radical growth through numerous mergers, Stewardship is now proud to be the 8th largest faith based charity.

In recent times, Stewardship has started a journey of transformation; from a traditional transactional service provider, to an innovative and technically-orientated professional services company. The transformation has involved changing some of our core functions, with growth in our educational work (including generosity campaigns like 40acts) and continued investment into our hugely popular online giving account.

We also specialise in supporting church plants, fast growing churches and Christian charities to develop strong and biblically sound approaches to their finances and governance.

As part of that, we offer a specialist payroll bureau services for churches and Christian charities. This involves running payroll for over 600 churches and Christian charities, and paying over 2600 employees. And the service continues to grow!

Staffed by finance professionals with church experience, our aim is not just to work on the detailed transactions, but to provide advice to clients on a wide area of financial wisdom, governance and regulation along with training and educational services as needed.



mission, vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

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. We are also a Payroll Giving agent and 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 too, 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.
- Undergone course of teaching or training in personal financial stewardship and giving/generosity or experiencing the benefits from personal discipleship in this area.
- 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

The professional services team at Stewardship is in great demand and is ambitiously looking to build on the support it provides to UK churches and Christian charities.

As Payroll Technician, you will work alongside our professional services team, providing payroll services to a group of clients with whom you will be able to build a relationship.

The team requires support at different levels, which could be achieved by those with considerable experience and technical knowledge, as well as by those who are relatively new to the field, but have the right personal attributes. Because of this, details of the position will be dependent upon the applicant, as we often shape roles around the skills and experience of those that join us.

main responsibilities:

The role is broadly split between looking after a distinct group of clients, and assisting with some of the central workload of the payroll team.

Professional payroll service for clients

- To maintain your client's payroll records from initial set-up, ensuring that they are accurate, up to date, and agree with their instructions.
- Prepare your clients' payroll calculations within team deadlines to ensure that their employees are paid correctly and on time.
- Ensure that your clients' information is maintained securely and confidentially, complying with the new GDPR regulations.
- To look after your client's queries in a courteous and timely manner and pre-empting issues of which they might not be aware.
- Support clients to ensure that their various payroll obligations are met.

Team administration and other responsibilities

- Talk with potential clients about the benefits of using the service while being alert to other areas with which we can help them.
- Take an active part in some of the shared tasks involved in running a small but successful payroll service, including the accounting and reconciliation of client funds.
- Work with the payroll team to plan workload, review progress and discuss ways of improving our services, and taking part in ongoing training.



person specification

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 the 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; but being familiar with the following would also put you in good stead...

- Experience of 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.
- You have good experience of working in Excel and knowledge of other Microsoft Office products.



General

- Understanding of Christian church operation and volunteer role issues in the church sector.
- Experience of working as part of a church finance team would be helpful, but is not essential.



working for us

Working hours:

Whilst this is a full-time office based post, we are happy to consider applications for part-time and/or home/office split roles for the right individual.

Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Annual leave:

25 days (plus 2 additional discretionary days at Christmas).

Company benefits:

Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary, into a group personal pension scheme and a salary sacrifice scheme for personal contributions, both of which are available after 3 months service.

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 <https://www.stewardship.org.uk/about-us/working-for-us>.



application process

Please complete our standard application form, together with an equal opportunities form. If these are not attached to this document, please download from <https://www.stewardship.org.uk/about-us/working-for-us>. Please also provide an up to date copy of your CV.

Please provide suitable daytime and mobile contact details as well as a confidential email address wherever possible.

Please submit all your paper work electronically to careers@stewardship.org.uk. All correspondence will be acknowledged within 48 hours.

If you do not receive an acknowledgement for all future emails, please presume your email has not been received; you should make contact by phoning 020 8502 5600.

For further information, please contact Linda Hodges, Administration & HR Manager.

Address: 1 Lamb's Passage, London, EC1Y 8AB
Telephone: 020 8502 5600 ext. 300
Email: linda.hodges@stewardship.org.uk