

# Finance Assistant – Payroll

Role Description and Recruitment Pack



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## Role overview

<b>Title:</b>	Finance Assistant - Payroll
<b>Hours:</b>	35 hours per week
<b>Contract:</b>	Fixed term maternity cover until May 2023
<b>Location:</b>	Remote working with occasional visit (once a month) to the office at 1 Lamb's Passage, London, EC1Y 8AB
<b>Salary:</b>	£21,200 - £26,000 p.a. depending on experience + benefits
<b>Closing Date:</b>	Monday, 24 January 2022, 9am Interviews expected to be week commencing Monday, 31 January 2022

## Why this position is important to us

In recent times, Stewardship has started a journey of transformation; from a traditional transactional service provider, to an innovative and technically orientated ministry with a big ambition to release over £250m of giving in to the Church, every year, by 2025.

Our portfolio of services is now both specialist and diverse, and includes digital giving products, accounts examination and payroll services, loans and deposits for churches and charities, and the specialist support of individuals in Christian ministry.

With the world of work having gone through a massive upheaval in the last 21 months, this is the perfect time to change the way we view our offices and to embrace new working patterns, becoming more agile and resilient.

## The impact you will have in this role

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, 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.

# Welcome to Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

## Our vision and values

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

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



**Generosity**



**Integrity**



**Relationship**



**Excellence**

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today, we help over 40,000 people live out their calling to be generous stewards, giving more than £100 million each year to over 4,500 churches, 2,500 Christian workers and 6,000 charities.

Our methods have changed, but our mission remains the same.

# Job detail

## Overview

**Title:** Finance Assistant - Payroll

**Reports to:** Head of Payroll Bureau

As Finance Assistant to the Payroll team, your role will support the work of our highly acclaimed Treasurer Services team, providing payroll services to churches and Christian charities.

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 Finance Assistant, 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, 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.

The role is covering maternity leave, but also you will join at a time of transition, with the payroll team planning to implement new software during 2022, and so your help in providing a smooth transition from one software to another will be an important aspect of the role.

## 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.
- Support 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.

## 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.

# Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Experience of standard payroll processes and routines from initial capture of data through to payroll 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	✓	
You have good experience of working in Excel and knowledge of other Microsoft Office products	✓	
Experience of working with supervisory staff and undertaking delegated work for them to review	✓	
Understanding of operational and volunteer roles and issues within the church sector		✓
Experience of working as part of a church finance team		✓



# Working for us

## **Q. What are the usual working hours?**

A. 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.

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## **Q. How much Annual Leave do you offer?**

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

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## **Q. What are the pension arrangements?**

A. 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.

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## **Q. Is it possible to work from home?**

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office once a month.

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## **Q. What staff benefits do you offer?**

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
  - Contribution to your charitable giving account
  - Long service awards
  - Participation in the Cycle to Work Scheme
  - Death in Service benefit
  - Option to join a Health Cash Plan
  - Interest-free season ticket loan
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# How to apply



## Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to 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, by:

- 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, where appropriate.



## How to apply for this position

You can apply online for this role at [www.stewardship.org.uk/about-us/careers](http://www.stewardship.org.uk/about-us/careers)

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



## Contact us

For any questions or to arrange an informal conversation about this role, please contact Helen Thomas, our People, Culture & Place Manager, on:

Telephone: 020 8502 5600 extension 304

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)

### Stewardship

1 Lamb's Passage, London EC1Y 8AB

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[stewardship.org.uk](http://stewardship.org.uk)