

Administrator

Role Description and Recruitment Pack



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Role overview

Title:	Administrator
Hours:	35 hours per week
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB (You must be able to work in the office at least one day per week, or as the organisation requires)
Reports to:	Head of Payroll Bureau
Salary:	£26k – 29k (depending on experience)
Closing date:	Monday 25 August 2025 (midnight)

Why this position is important to us

Our portfolio of services is 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. We aim to equip, strengthen and supporting UK churches and Christian charities with their finance and governance, so that leaders are released to focus on their mission and ministries.

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. 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.

We're investing in technology to grow our payroll services, and part of your role will be to help us transition onto the new payroll software smoothly and effectively. At the same time, we are developing other aspects of our consultancy offering and around 40% of your role will be to provide support and cover for these services to the treasurers and trustees of our clients.

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:



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 30,000 donors discover the joy of generosity as they give around £110 million every year to over 12,000 church, charity and individual partners. Our professional services also equip, grow and strengthen those partners so they can create more and more impact for God's Kingdom. Our methods have changed, but our mission remains the same.

Job detail

Overview

As Administrator, your role will support the work of our highly acclaimed teams serving our church and charity partners, specifically providing our payroll and consultancy services.

Our professional services at Stewardship are in great demand and we are looking to build on the support we provide to UK churches and Christian charities. As an administrator, you will work alongside our award-winning Payroll Bureau team and our Consultancy Helpline with responsibility for building relationships with and serving a distinct group of churches and Christian charities.

The payroll team are also planning to implement new software, and so your help in providing a smooth transition from one software to another will be an important aspect of the role.

Main responsibilities

To include, but not limited to:

The role is primarily administrative. The key responsibilities for this role are:

- to administer payrolls for churches and Christian charities
- to support the wider professional services in providing consultancy, training and resources for treasurers and trustees

Payroll administration

- 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.
- Promote the payroll service to potential clients and handle new client applications.
- Support clients to ensure that their various payroll obligations are met.
- 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.
- Support the transition to new payroll software.

Professional services administration

- Provide administrative cover for Consultancy Helpline and the online shop as and when required.
- Assist with other aspects of our training and resources offering, as required.

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 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, and 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 Iris Payroll Professional or Brain Payroll		✓
Experience of the 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	✓	
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.

Q. How much Annual Leave do you offer?

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

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.

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 for a minimum of 2 days per month, possibly more often during induction and training, as agreed beforehand.

Q. What staff benefits do you offer?

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

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - 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.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk



How to apply for this position

You can apply online for this role at 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.