



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR Senior Payroll Advisor

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Payroll Team is part of the NCIs Finance department, a shared services function serving the NCIs and the wider Church. It has responsibility for processing the monthly payroll for the Church of England's 8,000 stipendiary clergy (in the UK, Channel Islands and Isle of Man), staff working for the National Church Institutions and Bishops' office staff, those employed at the Church of England Pensions Board's supported housing schemes, and a number of smaller Church-related clients. Whilst the team is embedded within the Finance function, they work closely with the NCIs HR team, the People System team and diocesan colleagues to ensure the delivery of a joined-up high quality service to a broad range of stakeholders.

What you'll be doing

Payroll processing and customer service

- Oversee and support the Payroll Officers to undertake end-to-end payroll processing for all relevant payrolls (starters, leavers, changes, variance checking etc.) delegating and allocating tasks as required. This includes payrolls for the National Church Institutions, Pension Board Schemes, Church Urban Fund, Holy Trinity Barnstable, Isle of Man, Clergy, Clergy Alderney, Clergy Guernsey, and Clergy Jersey. Total headcount of all payrolls is around 8,500 payees across UK, Isle of Man and Channel Island specific legislation.
- Process changes and ensure payroll deadlines are met.
- Administration of the HLC process, including production of annual returns
- Operate in an advisory capacity, supporting the Payroll Officers in responding to more complex / difficult queries (by phone, email, online) from payees and payroll customers (NCIs, dioceses, Bishops' offices etc.), acting as a point of escalation as needed.
- Administration of the auto-enrolment process and updating payroll for regular scheduled changes (e.g. annual pay changes).
- Assist Payroll Manager with Completion of year end processes including P60s and P11Ds.
- Keep the Oracle helpdesk/website pages up to date for payroll related matters

Statutory compliance

- Compliant application of UK/Channel Islands/Isle of Man payroll legislation and all relevant NCI/Church policies when undertaking payroll processing tasks including PAYE, NI, student loans, car loans, Child Care Vouchers, Cycle to work scheme, Parental leave, statutory payments, Court Orders, GAYE, other personal deductions, and tax year start/tax year end etc
- Keep up-to-date with relevant changes in legislation and work with the Payroll Manager to consider any necessary changes or implications for team processes

Internal controls

- Adhering to internal control requirements and undertake key checks in line with agreed processes and audit compliance.
- Ensuring that the monthly general ledger account and SAP control account reconciliations are completed, with issues and queries followed up on a timely basis
- Work with the People System Support Team to manage in/outbound data feeds and submissions to HMRC and other external reporting authorities.
- Supporting the provision of information for internal and external audit processes as required.

Process efficiency

- Proactive and strict management of the payroll cut off deadlines, including sending email reminders
- Working within Service Level Agreements and supporting the production of relevant KPIs to monitor performance of the team
- Keeping procedure manuals and desk notes up-to-date, reflecting agreed changes in working practices
- Working with the Payroll Manager to look for opportunities to improve processes and implement changes as agreed, providing training to colleagues where needed

- Undertaking User Acceptance Testing for payroll processes as required to support system upgrades and patch releases

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Education:

- A Level or equivalent standard and significant proven ability in a similar role
- Payroll qualification (CIPP National Payroll Certificate or similar) to Level 3

Skills/Aptitude:

- Meticulous attention to detail with a high degree of accuracy
- Very good numerical skills, able to undertake calculations with confidence and spot errors
- Strong IT skills, with accurate and quick data entry/ keyboard skills
- Good problem-solving skills; able to investigate problems and identify a resolution
- Confident, polite, service-orientated approach, able to offer excellent customer service and to deal with difficult or complex customer service issues/complaints
- Able to identify priorities and plan and organise daily work routines
- Ability to work well and effectively under pressure to meet strict deadlines
- Able to communicate clearly verbally and in writing
- Can-do attitude, and team player approach

Knowledge/Experience:

- Significant experience of working within a payroll environment using computerised payroll systems
- Experience of dealing with a large and varied customer base
- Up to date knowledge of UK payroll legislation including PAYE, NI, Statutory Leave, Court Orders, Pensions, severance payments, childcare vouchers, tax year start/tax year end and P11d's
- Working knowledge of Pensions Auto Enrolment, NEST and Real Time Information (RTI)
- Experience of supervising the work of others; delegating and allocating tasks.

Desirable

- Experience of using Oracle HCM Cloud
- Up to date knowledge of IOM (ITIP and IOM NI) and Channel Island payroll (SI Soc Sec) legislation
- Payroll qualification (CIPP National Payroll Certificate or similar) to Level 5 or willingness to attain.

Vacancy Summary

JOB TITLE:	Senior Payroll Advisor
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Finance
GRADE:	Band 5 Select the salary terms
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Westminster, London
HYBRID WORK ARRANGEMENTS:	1 day in the primary office location per week
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017396
COST CODE:	50115
PARENT POSITION:	Payroll Manager