



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR PAYROLL OFFICER

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

The purpose of this role is to undertake end-to-end payroll administration tasks in accordance with NCI/diocesan policies and relevant legislation. They work within an agreed control framework and in line with agreed monthly timetables and service levels to deliver payroll processing for all relevant payrolls. The POs are the first point of contact for payroll-related queries from individuals (staff, clergy etc.) and customers (NCIs HR, dioceses, Bishops' offices etc.)

MAIN DUTIES AND RESPONSIBILITIES

Payroll processing and customer service

- End-to-end payroll processing for all relevant payrolls (starters, leavers, changes, variance checking etc.) including National Church Institutions, Clergy, and payroll bureaux customers. The total headcount of all payrolls is around 8,500 payees across the UK, Isle of Man and Channel Island-specific legislation.
- Prepare paperwork to support the processing of out-of-cycle payments, advances, etc
- Administration of overpayment process and death in service process
- Preparation of third-party payment requests, and liaising with HMRC or other third-party payees (e.g. CMCU, Pensions Board, other Pension providers etc.) to ensure timely payment of contributions and provision of relevant reports
- Responding to enquiries (by phone, email, online) from payees and payroll customers (NCIs, dioceses, Bishops' offices etc.) on a timely basis, demonstrating high levels of customer service

Statutory compliance

- 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, childcare vouchers, cycle to work scheme, parental leave, statutory payments, court orders, GAYE, other personal deductions, and tax year start/tax year end etc

Internal controls

- Adhering to internal control requirements in line with agreed processes and audit compliance
- 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 the performance of the team.
- Keeping procedure manuals and desk notes up-to-date, reflecting agreed changes in working practices.
- Working with the Senior Payroll Advisors, look for opportunities to improve processes and implement changes as agreed.

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

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

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
- Good IT skills, with accurate and quick data entry/ keyboard skills
- Confident, polite, service-orientated approach, able to offer excellent customer service
- 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 verbally and in writing
- Can-do attitude, and team-player approach

Knowledge/Experience:

- Experience working within a payroll environment using computerised payroll systems
- Experience in dealing with a large and varied customer base
- Experience of working in a collaborative, team environment
- Familiar with basic UK payroll legislation

Desirable

- Level 3 National Payroll Certificate or similar (e.g CIPP)
- Experience in using Oracle HCM Cloud
- Up-to-date knowledge of IOM (ITIP and IOM NI) and Channel Island payroll (SI Soc Sec) legislation

Vacancy Summary

JOB TITLE:	Payroll Officer
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Finance
GRADE:	Band 6 Standard Point
SALARY:	£33,382
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House
HYBRID WORK ARRANGEMENTS:	A minimum of 1 day a week in the office, Tuesdays
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<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 FOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017375
COST CODE:	50115
PARENT POSITION:	Payroll Manager