

Role Description

Job title: Payroll and Finance Manager

Date written: July 2026

Accountable to: Finance Director

Job summary:

To organise the Payroll, pension and treasury functions to ensure timely delivery of complete, accurate information to all users in order to minimise risk and maximise efficiency.

Key Responsibilities:

- To manage the Finance Department, its staff and software systems.
- To manage all Payroll and Pension functions for UK and Overseas staff, ensuring full PAYE and NIC compliance, and processing MAFI pension contributions.
- To ensure all staff understand their payroll and pension matters, and help with understanding their tax situations, ensuring that overseas staff are on the correct tax (NT) code. Making staff aware when they need to take independent financial advice.
- To manage all banking and Treasury functions, ensuring all payments are properly authorised and funds are invested in the best manner.
- To ensure the appropriate delegation of tasks and responsibilities to the Finance & Administration Officer and overseeing their development and training.
- Maintaining a thorough understanding of, and ensuring the integrity of the financial reporting, Nominal Ledger and costing structures, internal controls and monthly processes

Job Activities:

Payroll

Primary responsibility for and management of:

- Preparation, processing and payment of monthly Payroll and month end procedures to deadline.
- Adherence to HMRC rules and requirements ensuring MAF is protected from avoidable fines thereby minimising compliance costs.
- Advising Overseas Staff on matters of Tax and NI.
- Maintenance of the Payroll software and database.
- Driving process improvements across the Payroll function.

Primary contact for:

- HMRC
- Payroll Software Provider
- UK and Overseas Staff

Additionally:

- Providing guidance on Payroll related matters to Senior Management and Staff
- Providing reporting and analysis to HR and SLT as required



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- Co-responsibility along with HR for advising monthly payroll changes
- Providing audit support specific to payroll and expenses

Pension

Primary responsibility for and management of:

- Preparing monthly submission and electronic transmission for payment of employer and employee pension contributions to Pension Scheme Provider for UK, Overseas and MAF International staff.
- Calculating, deducting, collating and validating personal pension contributions, and resolving any arising anomalies.
- Arranging meetings with all Staff and IFA.

Primary contact for:

- Independent Financial Adviser (IFA)
- Pension provider
- Death in service benefit provider
- UK and Overseas Staff
- MAF International

Banking

Primary responsibility for and management of:

- All bank-payment related software. This includes NatWest Bankline, NW ClearSpend and Bacway IP.
- All domestic and foreign bank accounts.
- Ensuring account balances are maintained at agreed levels and movement of funds as required.
- Organisational banking requirements including daily monitoring of transactions and resolution of any arising queries and issues.

Primary contact for:

- All domestic and foreign banks (NatWest – including Relationship Manager, Corporate Service team, foreign exchange dealer, Bank of Ireland Euro account,
- WorldPay & Stripe (Credit Card processing) and BACS (Direct Credit and Direct Debit processing)
- Software Providers

Treasury Management

Primary responsibility for and management of:

- Ensuring that liquid funds are always available to fulfil planned expenditure.
- Ensuring that funds are held so as to attract the best rate of interest.
- To research the best options for investment and consult with the Finance Director.
- To ensure that all funds are invested in-line with charity policies.

General

- Working with the Finance Director to understand the budgeting and reporting practices.
- Maintaining a thorough understanding of, and ensuring the integrity of the financial reporting, Nominal Ledger and costing structures, internal controls and monthly processes.

- Working with the Finance Director to ensure a clean and timely year end audit.
- Supporting Finance Director with special projects.

Dimension and Limits of Authority:

- Decision making within agreed parameters.
- Responsible for adherence to legislation and good practice principles in all areas of responsibility.

Tasks common to all staff:

1. Role modelling of organisational values and beliefs - to contribute to the shared spiritual life of the MAF UK team as a unique Christian charity. This will include attendance and participation in corporate times of biblical reflection and corporate prayer meetings.
2. To participate in appropriate matrix programme and project teams, contributing skills and expertise to required timescales from the appropriate programme leader.
3. To keep line manager informed of all relevant and timely information.
4. At all times comply with statutory requirements for handling personal and sensitive data in a confidential manner.
5. To abide by Safeguarding and Conduct Policies, and all other MAF UK policies provided on the Intranet.

Christian values, beliefs and ethos of MAF UK:

As a Christian mission, MAF UK is seeking those who share in the evangelical Christian values and beliefs of the organisation, as described in the mission, purpose, values and beliefs statements. All staff will be required to support and actively demonstrate the Christian values of the organisation and to take part in organisation activities such as staff meetings, prayer meetings, away days, where the values and beliefs of the organisation will be obvious. This is due to the impact and influence of the role.

Finance Manager Person Specification – Management Level		
	Essential	Desirable
Education/Qualifications	• Educated to degree or equivalent standard • Finance qualification • Payroll qualification (CIPP)	• Management qualification or training
Experience	• Proven experience in a management role including people and financial management • Proven experience in charity accounting and SORP requirements • Proven experience of running a payroll function • Proven experience of running a pension function	• Experience of working in a Christian organisation or charity environment



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Skills/Abilities	• Ability to communicate clearly, assertively, and diplomatically at all levels in group and one to one settings • Ability to plan and work strategically • Ability to influence at all levels within a complex stakeholder organisation • Ability to supervise, motivate and envision team members • Willingness and ability to work within organisational guidelines and corporate objectives • Budget preparation and control	• Project management experience
Personal Qualities	• Committed and mature evangelical Christian, able to demonstrate understanding and acceptance of the Statement of Faith and willing to proactively take part in MAF events and meetings e.g. prayer meetings, away days etc. Able to describe these beliefs and values to others so as to represent MAF as a Christian mission organisation • Self-starter • Clear thinker and communicator • Emotional resourcefulness • Flexibility towards others and circumstances • Service orientation	• Logical thinking skills • Strategic thinking skills

Brief summary of Terms and Conditions

Job Title: Payroll and Finance Manager

Location: MAF UK, 1st Floor Castle House, Castle Hill Avenue, Folkestone, Kent, CT20 2TQ

Working hours: For external supporters the office is open from 09:00 to 17:00 including Friday when cover should be provided by the relevant teams.

Terms:

- As a senior appointment at least 36 hours per week but in addition those required to achieve the agreed responsibilities, with up to an hour for lunch daily, unpaid. Hours should be agreed with line manager.
- Flexibility will be required for working additional hours and travel to meet business needs or for travel or meetings on weekends or evenings.
- Annual leave entitlement of 22 days per year (pro rata) plus the 8 paid public holidays per year.
- Non contributory pension scheme (10%) of salary.
- Permanent, or 1 year fixed term contract.

Probationary and notice period:

- 4 month probation period with a 2 month review.
- Notice period is 3 months.

Salary:

- £53,026 per annum.