

Job Description

<b>JOB TITLE</b>	<b>Finance Officer -Payroll</b>		
<b>REPORTS TO</b>	<b>Payroll Supervisor</b>	<b>LOCATION</b>	<b>Methodist Church House</b>
<b>TEAM</b>	<b>Finance &amp; Resources</b>	<b>GRADE</b>	<b>LG2</b>

**JOB PURPOSE AND OBJECTIVES**

To support the Payroll Manager in providing an exceptional payroll service which is accurate, timely, and efficient and to comply with all statutory and external requirements and regulations. Dealing with different aspects of payroll administration for lay staff, ministers and pensioners of the Methodist Church.

**JOB DIMENSIONS**

**RESOURCES UNDER CONTROL**

Direct reports	N/A
Resources	

**ROLE ACCOUNTABILITIES**

The activities, functions and areas of accountability for the job.

1. Accurately input data into the payroll systems to ensure that details of lay staff, ministers and pensioners including tax codes, entitlements, National Insurance (NI), pensions and other deductions and adjustments are correctly set up and calculated in accordance with statutory requirements and instructions from HMRC, HR, Circuit Treasurers and other clients.
2. Calculate final payments as notified by HR, Circuit Treasurers, recover any loan balances etc. and send P45s by the contractual pay date following the employee's last day of service.
3. Ensure that all statutory and voluntary deductions are made correctly and remit monthly payments to the appropriate recipient.
4. Prepare and post payroll summaries to the nominal ledger and reconcile control accounts/loan accounts each month.
5. Update and submit RTI submissions (including FPS and EPS) to HMRC and upload tax code changes ensuring the data is correct at the time of posting
6. Reconcile and remit monthly payments to HMRC for income tax, national insurance contributions and any other statutory recoveries.
7. Produce monthly debit statements, deal with queries from staff, ministers and treasurers, and provide payroll information to HR, HMRC and other government departments.
8. Carry out the annual payroll year-end routine, ensuring that the records reconcile with the net pay, PAYE and other payments on the annual returns.

9. Prepare bank reconciliations for all bank and deposit accounts for which the team is responsible, resolving any outstanding items promptly
10. Contribute to checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
11. Undertake any other reasonable duties as requested by the Payroll Supervisor and the Payroll Manager.

## Person Specification

### GRADE LEVEL 2 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
CIPP Qualified or equivalent OR Qualified by experience	x		A+I+Q
English and Maths GCSEs at grade 5 or above (or equivalent qualifications)	x		A+Q
<b>Proven Abilities, Knowledge and Skills</b>			
Processing payroll: starters, leavers, changes, sick pay, maternity, deductions, shared parental leave, auto enrolment	x		A+I
Proven experience in communicating both written and verbally with senior managers and other non-finance stakeholders	x		A+I
Ability to effectively deal with processes for starters / leavers / pensions auto enrolment / payroll year end reconciliations	x		A+I
Highly numerate; ability to work accurately with figures with attention to details	x		A+I+W
A good understanding of the underlying concepts and principles of accounting including double entry bookkeeping.	x		A+I+W
Good understanding of tax, NI (Payroll); and Pensions administration	x		A+I+W
Familiar with using IRIS Cascade HR, Star, PSE (Northgate)		x	A+I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	x		A+I
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		A+I

Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church	x		A+I
Professional and positive approach, with a commitment to professional development and self-improvement	x		A+I+
Organisational and administrative skills; systematic in approach to tasks, with attention to detail	x		A+I+ W
Proactive, self-motivated and able to work with minimal supervision	x		A+I
Able to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	x		A+I
Honesty, integrity, resilience and professionalism.	x		A+I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;  
G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
(We reserve the right to assess any other aspects of the role in a format not previously described)

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy						
<b>Equality &amp; Diversity</b>	The post holder will be subject to the Methodist Council's Equality & Diversity Policy						
<b>Physical Conditions:</b>	Open plan office accommodation						
<b>Remuneration:</b>	£28,593.00 per annum						
<b>Hours of Work:</b>	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
<b>Holiday Entitlement:</b>	<table> <tr> <td>During the first to fourth years</td> <td>25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td>28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td>30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
During the first to fourth years	25 days						
During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
<b>Pension:</b>	There is a pension scheme that all eligible lay employees will be auto-enrolled onto. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.						