**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

|  |  |
| --- | --- |
| **JOB TITLE** | Payroll and HR System Officer |
| REPORTS TO | Director of People, Safeguarding and EDI |
| SALARY | £32,288 per annum (£25,830.40 pro rata) |
| **HOURS** | 28 hours |
| **DURATION** | This is a permanent contract for a part time role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU  The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese Travel expenses will be reimbursed in line with the Diocesan Expenses Policy. |

|  |
| --- |
| **JOB SUMMARY** |
| The Payroll and HR System Officer has day-to-day responsibility for the end-to-end payroll function, ensuring adequate payroll controls are in place and administered correctly, and that all payroll costs are accurately recorded in the finance system. In support of the audit cycle, the role will also include payroll reconciliations, as well as advising DBF staff and Clients upon the payroll matters.  In addition, the role holder will also play a pivotal role in setting up (configuration and User Acceptance Testing (UAT) and implementation of the Human Resources Information System (HRIS); and once implemented, act as System Administrator and first-line user support. |

|  |
| --- |
| **KEY RELATIONSHIPS** |
| * Head of Finance Operations * Payroll provider Customer Service Consultant * Finance Team * HR Team * Priority Communities Network Project Officer * Operational Managers across the DBF * Payroll Only Clients |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

|  |
| --- |
| **MAIN RESPONSIBILITIES** |
| **PAYROLL SYSTEMS**   * Day to day responsibility of the payroll function for Diocesan Support Services staff and clergy, collating and processing information provided by employees, line managers and the HR Team. * Preparing a monthly draft payroll submission and, initiating the monthly approval process, before finalising and posting payroll files to the outsourced payroll provider. * Responsible for the ‘payroll only’- provider function, whereby the Diocese of Bristol offers payroll services to a number of parishes where it is not the employer, including recharges for payroll services. * To calculate and process monthly payments to the HMRC, pension provider and for other employee benefits, ensuring that these are posted to the General Ledger. * To ensure that deductions from pay (e.g. student loans, CCJ’s) are taken, and that employees are notified when these deductions will commence and conclude. * To prepare the monthly Payroll Journals and submit to the Finance Department. * To update changes in salary, benefits, or employment status while ensuring any anomalies or discrepancies are thoroughly analysed, investigated, and appropriately addressed. * To notify employees about changes in their pay, relating to periods of absence * To undertake year end, and salary uplift processes and ensure accurate reporting * To identify any overpayments and discuss rectification with the HR Manager * Ensure payroll controls are in line with BDBF Finance polices and the regulatory authority requirements (i.e. Charity Commission, HMRC etc). * To support the HR Officer with the administration of Clergy Pay, including deputising for them as appropriate |
| **HUMAN RESOURCES INFORMATION SYSTEM (HRIS)**   * To actively participate in the configuration, user acceptance testing and roll-out of the HRIS, and to proactively review the need for future changes, configuring and testing as required. * To fulfil the role of the System Administrator for the HRIS, so to keep up to-date on potential risks and changes in legislation and liaising with colleagues in the HR team to ensure they are informed of changes that may impact staff pay. * To liaise with HRIS consultants, under the guidance of the Director of People and Safeguarding * To provide information for and participate in internal and external audits |
| **GUIDANCE AND SUPPORT TO COLLEAGUES AND CLIENTS**   * Contribute to a positive working environment, in which staff are empowered to do their best. * To provide system and payroll process training to line managers as required * To assist Staff Members, Parish Officers and Clergy Postholders in their understanding of staff payroll matters, advising them on processes and providing coaching as required. * Address payroll-related queries from employees, providing excellent customer service and resolving issues relating to HRIS or payroll promptly. This includes explaining deductions, overtime, and leave balances. * Work collaboratively with HR and finance teams to ensure seamless integration of payroll processes and assist in training team members on payroll systems and procedures. * To offer assistance to the HR Team by preparing accurate salary calculations for a variety of scenarios, including Term-Time Only contracts, backpay awards, and end-of-contract payments, as required |

|  |  |  |
| --- | --- | --- |
| **PAYROLL AND HR SYSTEM PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Proven experience in payroll processing and administration. * Knowledge of payroll legislation, tax codes, and statutory deductions. * Experience using payroll software (e.g., Sage, ADP, or similar). * Strong numerical and analytical skills. * Experience of working in a customer facing environment * Familiarity with pension schemes and auto-enrolment processes. | * Experience working in a not-for-profit Organisation. * Experience in performing payroll reconciliations and ensuring accurate financial reporting. * Familiarity with audit requirements and supporting internal or external audit processes related to payroll. * Experience in providing payroll advice and support to employees and managers, including resolving queries and explaining complex payroll matters. * Experience of being a system super user/System Administrator |
| Education/ Qualifications | * Professional payroll qualification (e.g., CIPP or equivalent) or willingness to work towards this once in post. |  |
| Skills/ Ability | * High level of accuracy and attention to detail. * Ability to handle confidential information with discretion. * Strong organisational and time management skills. * Proficient in Microsoft Excel and other Microsoft Office applications. * Ability to work independently and as part of a team. * Customer Service skills | * Experience with HR systems or integrated payroll/HR platforms. * Ability to interpret and apply complex payroll regulations. |
| Personal | * Respectful and comfortable with the Christian ethos and objectives that underpin our work * Reliable and trustworthy. * Excellent communication skills, both written and verbal. * Ability to work under pressure and meet tight deadlines. | * Proactive approach to problem-solving. * Willingness to undertake further training and development. * Flexible and adaptable to change. |

**Date:** July 2025