



OMF International UK Recruitment Pack

Payroll Officer



Payroll Officer

Are you seeking an opportunity to gain experience working in a supportive and highly efficient Finance Team within the charitable sector? Are you keen to use your numerical and organisation skills to provide efficient and professional financial administration? Do you desire to see lives and communities transformed by the good news of Jesus Christ and to play your part in achieving this vision?

In a fast-changing church and mission landscape OMF International (UK) aims to become a centre for sharing the good news of Jesus with East Asia's peoples in, to and from the UK.

To do this, we are looking for a well-organised and meticulous Payroll Officer to carefully administer key financial procedures and to take special responsibility for processes related to payroll and our pensions scheme. As well as being an efficient administrator with a proven ability to meet deadlines, the ideal candidate will demonstrate strong interpersonal skills and be able to communicate professionally and sensitively with our members, retirees, staff and supporters, answering payroll, pensions and ministry-related queries and providing prayer support as needed.

There is an Occupational Requirement for the jobholder to be a practising Christian, an active member of a local church, able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

We share the good news of Jesus Christ in all its fullness with East Asia's peoples to the glory of God.

Who are OMF?

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian Church, serve its communities and take the good news of Jesus to people who have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 160 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: omf.org/uk/about-us/our-story



Job Description

Job title: Payroll Officer

Accountable to: Financial Accounting Manager (FAM)

Primary working relationships: FAM

Hours of work: 17.5 Hours per Week (0.5 Full time equivalent)

Purpose of the role:

To support OMF's mission and vision by contributing to a supportive and responsive finance team environment; promptly and efficiently administering the payroll and the pension scheme. The jobholder has responsibility for reconciling credit card statements and processing donations in a prompt and efficient manner. The Payroll Officer also has special responsibility for assisting the team in answering payroll and pensions-related queries for members, retirees and staff and in providing regular prayer support for OMF's ministry, candidates and team members in line with OMF values.

Responsibilities

Payroll (using Sage)

Overview of areas of work

- Maintain the payroll for members, retirees and staff and create PAYE payments.
- Generate the net pay file for payment for each payroll.
- Generate the journal for each payroll in a timely fashion each month.
- Respond to payroll-related queries from members, retirees and staff promptly and professionally, via email or telephone, within agreed service timeframes.

Pensions administration

Overview of areas of work

- Complete the monthly calculation for each of the three pension schemes.
- Upload the pension journal for each pension scheme every month.

Finance and OMF International (UK) team support

Overview of areas of work

- Support and participate in OMF International's mission, by regularly leading the daily Ministry Prayers and being open to exploring opportunities to lead office devotions and/or worship occasionally.
- Participate in weekly departmental prayers and fellowship meetings, sharing prayer points and praying for team members and departmental matters.
- Meet task deadlines set by the Financial Accounting Manager in good time.
- Maintain up-to-date manuals for Payroll Officer role, detailing responsibilities and procedures.

Communicating on Payroll & Ministry Matters

Overview of areas of work

- Answer calls made to the OMF International (UK) main telephone line with professionalism, demonstration of OMF values and clear knowledge of OMF ministry, offering prayer over the phone when appropriate.
- Communicate with members, staff, retirees and supporters in a way which demonstrates OMF values.
- Assist the Financial Accounting Manager in presenting prayer points and leading prayers at quarterly UK Mornings of Prayer, as well as participate in biannual OMF UK Days of Prayer, UK Team Days and Retreats.
- Attend regular internal events including Home Assignment Workshops, Candidates Course and Mobilisation Meetings and occasional external events, participating in corporate and individual prayer for UK Members and Candidates and assisting the Financial Accounting Manager in finance-related presentations.

Credit Card

Overview of areas of work

- Enter credit card transactions into the accounting system.
- Reconcile the monthly credit card statements in the agreed timeframe.

Creation Care

Overview of areas of work

- Support OMF International (UK)'s creation care mandate by collating records of all UK team travel by road, rail and air for each calendar year.
- Collate other records of consumption of energy as required.

Donations

Overview of areas of work

- Process all cheque donations
- Process all credit and debit card donations

Other Responsibilities

Overview of areas of work

- Generate and input journal entries into the Dream ledger system, with appropriate supporting documentation, when necessary for any of the above tasks.
- Undertake any other ad-hoc duties as specified by your line manager.

Person Specification

	Essential	Desirable
Education	GCSE Maths Grade C/4 or above GCSE English Grade C/4 or above	
Work Experience	Experience working in an office environment Experience working effectively as part of a team SAGE/other payroll experience	Experience in a Christian, mission-based or charity context Bookkeeping experience Experience working in administration Experience of using CODA Dream or other integrated ledger system finance software Good understanding of UK Christian context and cross- cultural mission
Abilities	Strong numerical reasoning and problem-solving abilities Strong administration, organisation and planning skills, able to prioritise and effectively multi-task Keen attention to detail, able to update databases and ledgers in a timely and ordered way and to spot discrepancies Good oral and written communication skills, able to communicate effectively and professionally with a diverse range of people Strong interpersonal skills, able to communicate with tact, grace and discretion Ability to work effectively on own and within a team Able to handle sensitive information appropriately, using discretion and maintaining confidentiality Competent user of Microsoft Office, databases, and digital communication tools including Microsoft Teams	
Motivation	Full sympathy with the aims and objectives of OMF International as an evangelical mission serving East Asia's peoples Passionate about prayer. Ready to step out in faith and lead prayers, devotions and/or worship as needed Enjoy working to high standards	

Personality	Conscientious about effectiveness and efficiency in financial administration Friendly and courteous towards all external and internal contacts, including members, retirees and supporters Adopts a can-do attitude and flexible approach Willing to take on board constructive criticism, to consider feedback and learn new skills Respectful of deadlines; open and keen to communicate any potential setbacks with the Financial Accounting Manager Self-starter: able to anticipate and initiate projects	
Circumstances	Meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement Able to commute daily to OMF National Office, Oxford Street, Manchester. Able to travel occasionally within the UK or internationally for meetings and events, including overnight and at weekends.	Experience of living cross culturally and/or understanding of cross-cultural mission

Terms of Appointment

- Salary £26,000-£30,000 per annum pro rata (£13,000-£15,000 = 0.5 FTE) commensurate with experience.
- Non-contributory pension of 8% of salary on completion of a probationary period and backdated to start date.
- 17.5 hours a week based in OMF UK's Manchester office.
- Paid annual leave entitlement of 12.5 days in addition to public holidays.
- Applicants must be eligible to work in the UK.
- There is an occupational requirement for this role to be filled by a Christian, see person specification and OMF International (UK) Ethos Statement.

Your application

To apply for this role, please submit a CV and covering letter to **uk.recruitment@omfmail.com**

Safeguarding Statement

OMF UK is committed to safeguarding and promoting the welfare of children and vulnerable adults. All roles may be subject to safer recruitment checks including references and a DBS check where appropriate. For our full Safeguarding Policy visit: **omf.org/uk/safeguarding**

Equality Statement

OMF UK is committed to being an equal opportunities employer and welcomes applications from all suitably qualified candidates. We particularly encourage applications from underrepresented groups within mission and ministry.

Data Protection

All personal data provided to OMF UK as part of the recruitment process will be treated confidentially and in accordance with our Data Protection Policy, which can be read in full here: **omf.org/uk/privacy-policy**

Accessibility

If you require any reasonable adjustments during the recruitment process, please let us know.

Ethos Statement

OMF is an international, cross-cultural, Christian mission committed to the evangelisation of East Asia. As part of the universal Christian Church, OMF is an agency that works in partnership with local churches in many countries and especially those in East Asia. We endeavour to be a worshipping, praying and caring fellowship of Christians who are committed to sharing the good news of Jesus Christ in word, deed and character.

The motivation for our mission is the glory of God. We long that the one true living God should be known and glorified throughout his creation. We seek to cultivate this motivation so that it sustains all those who serve in the organisation no matter what their area of responsibility. Every task is significant and has value because it is done for the glory of God.

We affirm the following values in the context of our submission to the Lordship of Christ, the authority of Scripture, and the guidance of the Holy Spirit.

We TRUST in God

- Praying as an expression of faith is an integral part of our life and service
- Depending on God for holy living, fruit in our work and for all our needs
- Inviting others to join us in a life of faith and prayer

We are a FELLOWSHIP

- Pursuing our vision and mission together
- Caring for and supporting each other and sharing resources
- Encouraging and enhancing each other's effectiveness

We are Passionate to Reach the UNREACHED

- Keeping a sharp focus on the neglected frontiers
- Constantly evaluating and innovating in line with our vision
- Taking prayerful risks and persevering with the task God has given us

We Practice INCARNATIONAL Ministry

- Identifying with the people and living an appropriate lifestyle
- Learning culture, language and worldview
- Working in ways that encourage indigenous movements

We PARTNER in Ministry

- with sending churches globally
- with local churches in the ministry context
- with likeminded Christians and mission agencies

We LEAD from the MINISTRY Context

- Strategy is developed by those engaged in the ministry
- Structures, administration and policies are designed to serve the ministry
- Home and field work together to accomplish the ministry objectives

We Celebrate DIVERSITY IN UNITY

- Valuing the diversity that God has given us in OMF – such as ethnic, denominational, generational, personality, gifts, gender
- Respecting one another and maintaining our unity in Christ
- Fostering unity and cooperation among Christians

OMF (UK) seeks to be a community marked by love: love for God and love for neighbour (Matthew 22:36-39). This is what shapes us as a community and governs the way in which we relate to one another as individuals as well as how we seek to relate organisationally to other groups and churches with whom we partner. Therefore, the attitude and motivation of our staff and the way our mission is achieved are as important as the mission itself (John 13:34; Matthew 22:36; 1 Corinthians 13:1-2).

As this attitude, motivation and mission come only from a relationship with Christ, it becomes an occupational requirement that many of our staff are Christians who accept our beliefs as stated in the OMF Handbook. Roles that have significant leadership, or that are central to fulfilling our aims and purposes or developing and maintaining our Christian ethos, will always be held by such a Christian. There are other roles that have key spiritual elements to them, that can only be carried out by a Christian. It is also essential that these attitudes and behaviours continue, and so we expect our staff to act in good faith, with loyalty to that relational ethos, to the organisation's values, and to Christian standards of behaviour. Failure to do so may result in disciplinary action.

Notwithstanding this, the organisation is committed to diversity amongst its staff and will not unlawfully discriminate on any grounds. We believe that defining our occupational requirements so they are consistent with and permit discrimination in accordance with the law and our ethos, does not restrict, but actually enhances our commitment to diversity.