



Payroll Officer

Department:	Finance
Reports to:	Finance Manager
Place of Work:	Elim International Centre .
Working hours:	Full Time (36.25 HPW)
Salary range:	£26,000 – £31,000
Gor:	N/A

ELIM FOURSQUARE GOSPEL ALLIANCE



Payroll Officer – Central Finance Team (Church Payroll & Loans Admin)

Closing Date: 21st August 2026

Shortlisting:

Interview:

Salary: £26,000-£31,000, dependent on Experience and Qualifications

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 450 Christian congregations and ministries in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focused on Christian mission and ministry.

The Central Finance Department is responsible for managing all central income and expenditure, providing regular management reports to aid budget management and decision-making, and supporting all ministries and departments that operate from Elim International Centre in Malvern, including Regents Theology College, Elim Missions, Administration, Youth, Evangelism, and Training.

THE ROLE

The Payroll & Finance Officer will work in the Elim International Centre and report directly to the Finance Manager (Central Finance Team). You will contribute to and support the Central Finance Team Function, to maintain accurate and up-to-date financial records, and provide timely support to all service users. As Payroll & Finance Officer, your primary responsibilities will be to prepare the Monthly Church Payroll (End-to-end) and to maintain the Elim Loans Administration Ledger, including performance of all tasks to enable the completion of Month End Accounts to Financial Statement and Balance Sheet in the first instance, and develop your skills to provide analysis, and management reporting.

DUTIES INCLUDE:

Departmental responsibilities include accounting for all income and expenditure transactions, preparing data for monthly management reports, internal audit checks, and preparation and performance of the monthly payroll.

- **Payroll (Monthly Cycle):** Approx. 850 staff, 40%FT & 60%PT, 260 churches, and approximately 35% of staff require monthly changes. Monthly Gross value of approx. £1,450,000. Timely collection and processing of payroll submissions (e.g. timesheets, employee details), and then end-to-end performance of Payroll run each month, in time for End of Month payday. Reimbursement of payroll costs must be collected from participating Departments before payroll is paid out.

Payroll constitutes approximately 80% of your workload and time.

- **Payments & Receipts Input:** Daily input of Loans Receipts & Payments onto dK HQ Loans Admin Ledger (HQLA).
- **Bank reconciliations:** Weekly reconciliation of dK HQ Loans Admin Ledger (HQLA) to Bank Statements. This includes accessing and printing online bank statements, match existing entries, produce imports for recurring transactions, and investigate and generate individual imports for all other transactions.
- **Calculation of Loan and Deposit Interest:** Using Client Balances Listing(s) calculate the month's interest accrued, for posting to Client Ledgers. Send out Monthly Statements to Clients (churches).
- **Inter-Ledger reconciliations:** Departmental Interest, Monthly Rents, Payments and Receipts between the ledgers need to be 'mirrored' (reconciled) and settled each month at Month End completion.
- **Journals:** Creating and coding import journals for income and expenditure items
- **Customer & Vendor Support:** Responding to email and phone enquiries, and provide timely support to all clients (churches) and service users, including Ministers, Finance Officers, HQ staff, and any other stakeholders.
Customers = Churches with a Loan who owe us.
Vendors = Churches with a Deposit account who 'save' with us.
- **Provide Income Collection Facilities:** Collect monies from church accounts to either Loan repayments collected on 18th each month and regular deposit collections where necessary. Process daily IAT or BACS collections and payments
- **Loan Repayment Monitoring:** monitor loan repayments monthly and take appropriate action when payments are not made on time.
- **Investigation Skills:** Exploring whatever avenues necessary to sustain the effective, efficient, and economic processing of all financial transactions and business data, with accuracy and in a timely fashion.
- **Bank Liaison:** Liaise with the banks to identify transactions.
- **Filing:** All documentation must be scanned and filed frequently, to keep archive directories up-to-date and to facilitate easy investigation work.

Month End Responsibilities:

- **Complete to Trial Balance:** Production of M/E Trial Balance and reconciliation to Customers and Vendors Balances, for HQ Loans Ledger.
- **Complete to Financial Statements:** Production of M/E Financial Statement for HQLA Ledger, and reconciled to 'LiveLink' Management Report.
- **Distribute Month End Account Statements:** Provide to each participating church a statement of account for their Loan &/or Deposit account on a monthly or quarterly basis, depending on need.

- **Other Duties:** This list is an example of the level of tasks and responsibilities commensurate with your role, but is not exhaustive. Therefore, your duties can be interchanged with tasks and responsibilities of equal level as the workflow and demands of the department require.

THE PERSON

The ideal candidate will be an enthusiastic and committed individual with a high level of numeracy and attention to detail. Confidentiality and discretion are essential qualities for this role.

ESSENTIALS:

Qualifications

- Previous significant Payroll experience which provides a depth of knowledge and understanding in Payroll administration and execution.
- Evidence of on-going personal development.

Knowledge and Experience

- Strong experience within a Payroll department
- Good knowledge and understanding of Payroll administration and execution
- Good knowledge and understanding of Payroll policies and procedures
- Awareness of current Payroll regulations including SSP, SMP, AoE, CMS, P11D, RTI submissions and auto enrolment.
- Experience of working effectively in collaboration with other agencies
- Evidence of effective management of resources
- Experience with accountancy software

Skills and abilities

- Adept at managing complex programmes of work;
- Sound judgement and decision making;
- Ability to work unsupervised and deliver high quality work to tight deadlines
- Able to demonstrate a high level of enthusiasm, commitment and attention to detail;
- Able to analyse and interpret highly complex and conflicting information and to communicate these in a clear way to all levels of staff;
- Ability to anticipate risk and proactively mitigate the situation to minimize or avoid impact on results
- Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multidisciplinary environment
- Team player, co-operate with other staff to achieve results.

Personal Qualities

- Honesty and integrity
- Discretion and Confidentiality
- Enthusiastic and with a drive to achieve
- Demonstrate drive and ambition

- Tenacity to maintain momentum in managing a detailed and complex work environment
- Organised, flexible, innovative and adaptable
- High level of political astuteness and sensitivity.
- Awareness and commitment to keep strict confidentiality regarding Elim matters and Stakeholders personal details at all times

Other Requirements

- IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use)
 - To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy

DESIRABLES:

- Part or fully qualified Payroll qualification (e.g. CIPP, AAT)
- Awareness of Employment Hero payroll software & dK accounting software
- A valid UK driving license
- Committed to Continuous Professional Development via qualification and experience
- Ideally from an Elim background, with some understanding of the Elim Ethos

If you have any questions regarding this vacancy, please contact Adam Noonan on adam.noonan@elim.org.uk , or phone 03453 026750