



**OMF International UK**  
Payroll Officer

---

# Recruitment Pack





## *Are you a team player with a high level of attention to detail? Are you keen to develop your finance skills further?*

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

The UK is not just a place where missionaries are sent from, it is also a context into which missionaries are being received and where intercultural ministry is being carried out.

We are looking for a Payroll Officer to take responsibility for key financial duties including payroll processing and pension administration. This role would give you the opportunity to gain experience carrying out essential financial processes for the charity. All this is vital for our vision to be a catalyst for the Church sharing the good news of Jesus Christ in all its fullness among East Asia's people through all aspects of life.

In order to be successful, ideal candidates will have previous experience of using a payroll system, preferably SAGE. You will have experience of at least one finance system. You will be a confident communicator as you will be engaging with various stakeholders.

## *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 that 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 150 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/](https://omf.org/uk/about-us/our-story/)



## Job Description: Payroll Officer

<b>Responsible to:</b>	Financial Accounting Manager
<b>Terms:</b>	17.5 Hours per Week (0.5 Full Time Equivalent)
<b>Location:</b>	National Office
<b>Salary:</b>	£25,000–£27,000 pro rata (£12,500-£13,500 0.5 FTE)

---

### *Main Duties and Responsibilities*

#### **Payroll (using Sage)**

- Maintain the payrolls for Members, Retirees and Staff and create the PAYE payments.
- Generate the net pay file for payment for each payroll.
- Generate the journal for each payroll in a timely fashion each month.

#### **Pensions**

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

#### **Credit Card**

- Enter credit card transactions into the accounting system.
- Reconcile to monthly credit card statements.

#### **Creation Care**

- Collate records of all travel by road, rail and air for each calendar year.
- Collate other records of consumption of energy as required.

#### **Donations**

- Process cheque donations
- Process credit and debit card donations

#### **Other responsibilities**

- Generate and input into Dream the necessary journal entries, with appropriate supporting documentation, when necessary for any of the above tasks.
- Attend National Office prayers (daily), devotions and team meetings as scheduled.
- Undertake any other ad-hoc duties as specified by your line manager.

# Person Specification

## Payroll Officer

	<i>Essential</i>	<i>Desirable</i>
<i>Education</i>	GCSE Maths Grade C/ 4 or above  GCSE English Grade C/ 4 or above	
<i>Work experience</i>	SAGE / other payroll experience	Bookkeeping experience Christian mission charity experience
<i>Abilities</i>	Strong administrative skills, including competent use of Microsoft Office applications, email and internet  High level of attention to detail  Ability to work under pressure to tight deadlines  Good grasp of teamwork & effective administrative processes in a professional environment  Consistent and structured approach to work	Previous experience of using CODA Dream or other integrated ledger system finance software  Good understanding of UK Christian context and inter-cultural mission  Good written and verbal communication skills
<i>Motivation</i>	Enjoys working to high standards  Supportive of OMF's mission and objectives	Passion for world mission
<i>Personality</i>	Conscientious about administration and able to work at a detailed level  Understanding of the importance in meeting deadlines  Friendly and courteous towards colleagues, suppliers and supporters  Able to work independently and in a team  Self-starter: able to anticipate and initiate projects  Resilience and ability to maintain integrity under pressure	
<i>Circumstances</i>	Able to commute daily to OMF national office, Borough Green, Kent	

## *Your application*

To apply for this role, please submit a CV and covering letter to [uk.humanresources@omfmail.com](mailto:uk.humanresources@omfmail.com)

Closing date: Monday 15 April 10am.

## *Terms of Appointment*

- Salary £25,000-£27,000 per annum pro rata (£12,500-£13,500 0.5 FTE) commensurate with experience
- Non-contributory pension of 8% of salary on completion of a probationary period and backdated to start date
- Paid annual leave entitlement of 25 days pro rata, in addition to public holidays pro rata.
- This role is based at our National Office (with some hybrid and flexible working possible in line with our flexible working policy). The National Office is currently located in Borough Green, Kent. It is anticipated that our National Office will move locations within the next 1-2 years. There will be full discussion with all staff about the future location and modes of working at the appropriate time.
- Applicants must be eligible to work in the UK.