

Payroll and Finance Officer (temporary Maternity Leave cover)



We are excited to be recruiting a Finance and Payroll Officer who will play a fundamental part of our Finance team by managing the full payroll cycle and our company benefits, Bank Processing and supporting our colleagues with payroll and expense queries, whilst continually enhancing our processes and creating efficiencies.

Our Payroll and Finance Officer works with our financial software and systems, stays updated with the latest payroll regulations and compliance requirements, and participates in continuous learning. In this role, there is an opportunity to make a significant difference to the lives of vulnerable young people facing homelessness by collaborating closely with other departments and volunteers, fostering a sense of community and shared purpose. Our supportive environment provides opportunities for personal growth and development through teamwork and collective problem-solving.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, 05 June 2024.

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from minoritized ethnic groups, Muslim, and male candidates as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

Who are we?

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

What you will be doing:

- Tapping into your great attention to detail, your excellent numerical skills, and the ability to work to strict deadlines, you will be responsible for the compliant, efficient, and accurate processing end-to-end of our monthly payroll, working closely with Managers and Seniors.
- Being confident in producing ad hoc payroll and/or finance reports, with strong IT skills including Excel, you will undertake our monthly and annual reporting, including HMRC and pension reconciliations, attachment of earnings distribution, P32s, P11Ds, and PAYE.
- By having a good grasp of what it means to work in a confidential manner, including knowledge of GDPR, you will undertake many aspects of your role sensitively and discretely.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based, and job profiles are developed on the 'how' of a job.

Previous experience within a Payroll and/or Finance position would be essential, knowledge of Sage 50 Cloud Payroll and Sage 200 would be preferable, However, other accounting systems knowledge would be beneficial.

If you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

Contract details

- **Hours per week:** 37.5 (this represents full time work)
- **Contract type:** Temporary, up to 12 months from July 2024
- **Pay:** £29,777 per annum
- **The location:** Kingsley Hall, Old Market, Bristol City centre. There may also be flexibility and support to manage working from home.

A few benefits at 1625ip

In return for your dedication, we offer:

- A generous annual leave entitlement of 30 days per annum plus all Bank Holidays.
- Employee Health Cash Plan with HSF.
- Options for flexibility through hybrid working.
- A supportive and approachable team with an emphasis on colleague wellbeing.
- “I couldn’t be happier with the opportunities and support I have received in my career progression that has led me to my dream job!” See what other colleagues have said about their career development with us, [here](#).

Important dates

- Application deadline closes: **23:59, 05 June 2024.**
- If you have not heard from us by the end of the day on 10 June 2024, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **17 June 2024.**

Application information

Ready to see yourself in this rewarding role? We can’t wait to hear from you.

- To access the Job Pack and submit an application, please visit the [vacancy page](#) on our website
- You will be asked to answer 5 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.

Contact us

- To have an informal chat about the role, please contact kayleigh.bond@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

Equitable opportunities for everyone

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equitable opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.