

Gaddum

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Job description: Finance and Payroll Officer

Date: March 2025

About Gaddum

Gaddum is a mental health and carers' charity supporting people of all ages. As well as providing services we act as an anchor institution to support the sustainability and development of the wider VCSE sector. Our vision is for every individual and community we walk alongside to have equitable health, wealth and self.

Our Mission:

Being almost 200 years old, Gaddum has seen some of the most challenging and inequitable times in the UK's history, and the world we are living in is still one where so many don't have the opportunities or resources they need to achieve their aspirations. Today we continue our mission – and we will do this by supporting, influencing, and campaigning as we push for equitable health, wealth and self.

We amplify the voices of the communities we serve, and we empower individuals to overcome challenges by listening, supporting, and advocating for their needs.

We believe...

- everyone has mental health, and it is as important as physical health
- life can be hard, and everyone needs a helping hand sometimes
- everyone has a right to support, when and how they need it, and that no one should be overlooked
- in being of service by holding the whole individual at the heart of our approach and embracing solutions that lie within communities
- there is injustice in the world but both systems and society can change for the better
- we can be agents of positive change; working with others, learning from diverse lived experience, and advocating for fairness

Our Values...

...are our foundations – they are what holds us firm in uncertain times, and they are our reference point for all that we do. We value:

Being Heard:	no matter why or how someone finds their way to us, we will listen
Collaborative Curiosity:	harnessing our skills, knowledge, talents and the insights of others, we create new possibilities by exploring with people
Purposeful Work:	paying attention to others' needs and voices, we channel our resources into actions and outcomes that matter to the people we serve
Meaningful Connection:	treating every individual as a whole person, developing relationships through empathy and acceptance
Thoughtful Safe Services:	providing clear reasons for decisions and efficient, safe and effective practices, we earn confidence and trust by focussing on quality

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Job Title:	Payroll and Finance Officer
Accountable to:	Chief Executive
Reporting to:	Finance & Resources Director
Location:	Green Fish Resource Centre, 46-50 Oldham Street, Manchester, M4 1LE (hybrid and flexible working based on prior arrangements)
Salary:	£26,000 FTE (£20,800 pro-rata)
Hours:	Up to 28 hours per week
Contract:	Permanent

Role Context and Purpose

Following recent and projected growth of the organisation, Gaddum is looking to recruit additional resource within the Central team to bolster its support to the organisation, ensuring it delivers safe and high quality services.

The post holder, line managed by the Finance and Resources Director, will join the Finance Assistant and Central Services Coordinator in providing additional resource to the centralised function. Whilst the specific focus of the role will be by way processing payroll and employee expenses, due to the size of the team, there is an expectation that they will work closely with the Central Services Coordinator and Finance Assistant providing additional support to those roles when needed. This is an up to 28 hours per week role, working flexibly and hybrid to suit the needs of the organisation and individual.

Main Duties and Responsibilities

- Management and delivery of Gaddum's monthly payroll for all employees:
 - Collating information and inputting into company system
 - Ensuring accurate and timely processing of salaries including adding new starters, processing leavers, and any other contractual changes
- Management of pension scheme:
 - Ensuring compliance with auto-enrolment pension
 - Adding new starters and processing leavers with the pension provider along with any changes that might impact pension
 - Updating pension provider with any monthly contributions
- Supporting employees with payroll queries and investigating discrepancies
- Prepare salary reports to management, explaining key reasons for variances to budget
- Processing and payment of employee expenses on a bi-weekly basis
- Regular cover for Central Services Coordinator on their non-working days and during periods of leave
- Support Finance Assistant during periods of leave and busy periods
- Provide Administrative support with Central team

Other Duties and Responsibilities

- To meet regularly with Finance & Resources Director for supervisions
- Undertake additional duties within competence of post holds as required by the Finance & Resources Director
- Flexible approach to working patterns and in-office working days

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The details contained in this job description, particularly the principal accountabilities, reflect the content of the job on the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures. This role is subject to a Basic DBS check.

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Person Specification:

Criteria	Essential	Desirable	Assessed
Qualifications & Training	GCSE 9 to 4 (A* to C), or equivalent in English and Maths	Member of CIPP (Chartered Institute of Payroll Professionals)	Application/ Interview/ Test
Knowledge & Experience	Demonstrable track record in payroll administration	Knowledge of UK Payroll legislation, including PAYE, HMRC and pension requirements Experience with HMRC online services and RTI submission Experience in using payroll software Experience in a finance related role	Application/ Interview/ Test
Skills & Abilities	Proficient in Microsoft Office: Excel, Word, Outlook, Teams Strong numeracy skills and attention to detail Handle confidential information with discretion Strong communication and time-management skills for liaising with employees		Application/ Interview/ Test

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Values and Personal Attributes	<p>Committed to Gaddum's mission of equitable health, wealth, and self; actively upholds the organisation's core beliefs and values.</p> <p>Champions inclusion, diversity, and anti-discriminatory practice in all service design and delivery.</p> <p>Proactive and solution-focused, with the ability to adapt quickly to changing circumstances.</p> <p>Maintains a solutions-focused mindset, continually seeking operational efficiencies and cost-saving measures that do not compromise quality.</p>		Application/ Interview
Other requirements			Application /Interview