



DIOCESE OF BRISTOL
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Payroll and Systems Officer

Salary: £32,288 per annum (£25,830.40 pro rata)

Hours: 28 hours a week – worked over 5 days (with some flexibility)

Location: Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU

It's an exciting time to join us, as we move towards introducing an HR Information System, with payroll functionality. You will be in at the 'ground floor' helping us select, scope and configure the system, developing subject matter expertise – especially with payroll functionality.

You will be responsible for our payroll (85 staff), which includes staff based in our parishes as well as in Hillside House, so experience of payroll processing and administration is crucial for the role, as is great attention to detail and excellent customer service skills. The ability to build strong relationships across departments (HR and Finance in particular) and more broadly with colleagues is important to the success of the role.

We are a values based friendly and welcoming team – and committed to developing our colleagues, so whilst ideally, we are looking for someone who is CIPP qualified we are also keen to receive an application from you if you are interested in studying for this qualification.

Full job details and application form can be found via [Payroll and Systems Officer - Diocese of Bristol](#)

If you recognise yourself in this description, please apply using the application form (no CVs). Send all applications to jobs@bristoldiocese.org

If you would like further details about the role, please contact Jo Stephenson via humanresources@bristoldiocese.org

Closing Date: 8 September 2025

The Diocese of Bristol is committed to being a fair, respectful, and inclusive organisation. We believe that diversity enriches us and are dedicated to the promotion of equality where all are able flourish. Disabled people, and those from global majority heritage are currently under-represented in our organisation and we welcome applications from within these groups.

