

Purpose of the Role

This volunteer role is to provide strategic leadership, governance, and oversight for WEB Payroll, ensuring the company continues to deliver a high-quality payroll service to churches and organisations while supporting future growth and development.

Key Responsibilities

- Provide governance and oversight for WEB Payroll as a company director.
- Ensure appropriate policies, procedures, and compliance requirements are in place and regularly reviewed.
- Monitor the financial performance and sustainability of the company.
- Support and encourage the payroll team, providing appropriate management oversight and strategic direction.
- Work with fellow directors and Webnet to develop and implement plans for the future growth of the company.
- Ensure accurate records, reporting, and statutory obligations are maintained.
- Promote the services of WEB Payroll within the Baptist family and identify opportunities for growth.
- Attend director meetings and contribute to strategic decision-making.

Person Specification

Essential

- Commitment to the values and mission of WEB Payroll, Webnet and the wider Baptist family.
- Good admin interest, to ensure staff appraisals etc are completed.
- Experience of governance, leadership, management, or business oversight.
- Good understanding of financial management and organisational sustainability.
- Ability to think strategically and support organisational growth.
- Strong communication and relationship-building skills.

Desirable

- Payroll experience or knowledge of payroll services.
- Experience as a company director, trustee, or senior leader.
- Understanding of churches, charities, or faith-based organisations.

Time Commitment & Accountability

Approximately 2 formal meetings a year, including preparation for and attendance at director meetings, with occasional additional involvement as required.

The company Director is a member of the Board of Directors of WEB Payroll and works closely with Webnet and the Payroll Manager. Please contact emily.caddick@webnetwork.org.uk if you are interested.