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**Finance Administrator**

**JOB DESCRIPTION**

**March 2023**

Role: To enable the ministry and vision of St. Paul’s through the provision of efficient financial admin support to the church team, ensuring the effective running of day-to-day finances, and strong positive communication between the staff team, congregation and the wider church and community. This is a new role following the implementation of Expenses Plus and team restructuring. Finalising the monthly accounts and payroll will be undertaken by an outsourced bookkeeper.

**Areas of responsibility:**

* Act as a point of contact for financial queries liaising with the Office Administrator and Head of Operations where required
* Maintain the church finance system (ExpensePlus), managing and updating financial records, income and expenditure in a timely and accurate manner.
* Liaising with the staff team and other users to ensure that they are updating Expense Plus with the information they are responsible for.
* Ensure that all data management is compliant with the General Data Protection Regulation and keep staff team and volunteers informed of these requirements.
* Provide support to Head of Operations / Treasurer for monthly and annual budget reporting in line with the Church Budget for all cost centres and budget codes.
* Bank reconciliations, petty cash management, donation management to support the church and all ministries.

**Role Specific Duties:**

| Task | Activity |
| --- | --- |
| Regular giving | Giving & Gift Aid Administration, confidential point of contact for congregation |
| Gift Aid income HMRC | Preparing and making claims |
| Stripe, Go cardless, Sum Up etc | Upload and match |
| Hall and Church Booking income | Follow up outstanding invoices |
| Cash and cheque Counting | Planned Giving envelopes, cash boxes, ad hoc money received. To be counted and banked by two people  |
| Cash/cheque banking | Planned Giving envelopes, cash boxes, ad hoc money received.  |
| Invoices/bills paid by DD – e.g., utilities | Invoice authorised by budget holder. Upload invoice |
| Volunteer expense form/ receipts submitted | Authorised by budget holder |
| Petty Cash tin – low value expenses/ sundry costs  | Issue cash according to limits agreed |
| Preparation of cash floats for one off events | Determine and provide sums required, accounting for at end of event |
| Wedding & Funerals Returns Qtrly | Pay Diocese as approved |
| Payment of funeral & wedding fees to retired clergy | Pay Clergy as approved |
| Planned Church Missional giving – agreed annually by PCC | Set up for year from schedule at agreed frequency, amount with correct bank details |
| From Expense Plus upload or input payments onto internet bank | In preparation for authorisation |
| Bank & Credit Card statements | Upload online statements to EP and match. Follow up any missing receipts or discrepancies with member of staff |

This list is not exhaustive and other areas may be included as the finance system becomes more familiar. Any changes to responsibilities will be discussed and agreed upon before being included.

**General staff duties:**

* Attendance at monthly prayer meetings, staff residential, planning days and welcome events.
* Shared responsibility with the rest of the staff team for the use and care of facilities (including building, furniture and other resources) and assisting with the movement of chairs and furniture and the cleaning of spaces as directed for church activities.
* Key tasks are to be developed as the role is undertaken. These should be recorded and assessed as part of the regular appraisal process.
* To be an active member of St Paul's and contribute to the wider church life.
* To be an active member of the church community, including attending a Sunday gathering and a midweek community within the church each week.
* To attend staff meetings on workdays.
* To attend and engage with monthly supervision with the Head of Operations.
* To uphold the vision and values of St Paul's.
* To act in the best interest of St Paul's. St Paul's supports and promotes the aims, doctrines and disciplines of the Church of England.

**Person Specification**:

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within the pre-employment check (e.g. references).

**Essential: Experience**

* Experience of an Office Admin role in a similar size organisation
* Experience of basic finance admin or relevant accounting training
* A broad experience of business and church functions.
* Phone & IT skills - including in Word & Excel, Google mail
* Managing a wide and varied workload, prioritising and delegating accordingly.
* Excellent interpersonal skills to build effective working relationships.
* Excellent time management

**Personal Attributes**

* A team builder with energy and enthusiasm.
* An aptitude for leading people effectively.
* Hardworking, self-motivated with initiative to make things happen.
* A problem solver.
* Able to respond calmly to challenges and problems.
* Able to think outside of the box.
* A person of integrity, who is tactful and diplomatic.
* Strong emotional intelligence with a sensitivity to team dynamics.

**Desirable:**

* Understanding of the structures and processes of the Church of England.
* Working successfully with volunteers to deliver projects and events.

**Other:**

This role is subject to a Genuine Occupational Requirement under the provisions made in the Equality Act 2010 that the post holder has an active faith in Jesus. The successful candidate must be in agreement with the vision and values of St Paul's, the Diocese of Bath & Wells.,

**Location:** St Paul's Church. Due to the nature of the role, working hours are generally on site, but occasional remote working will be considered where it provides benefit to the employee.

**Probation Period:** 6 months. 5 Pension: Nest Stakeholder Pension with statutory employer and employee contributions.

**Annual Leave:** 33 days pro-rata, bank holidays are worked.

**Notice Period:** 3 months.

**Safeguarding:** A DBS Check will be required. St Paul's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and be compliant with St. Paul’s safeguarding policies and procedures..

**Line Manager:** Head of Operations

**Remuneration:**

Salary Band £18-22k (pro-rata)

33 days holiday per year plus bank holidays. (pro-rata)

**Core Working Hours**

7.5 hours a week

There is flexibility within the above working hours. However, any variations to the above must be agreed with your line manager.