

Job Description

Job Title: Finance Assistant/Bookkeeper

Accountable to: Treasurer/Pastor

Job Summary: To maintain the financial systems and records of the church, working in line with the church's mission statement and within the direction of the Treasurer/Pastor, Finance Team and in cooperation with other staff members.

Hours: Up to 16 hours a week

Salary: £7-8 an hour depending on experience

Key areas of responsibility:

- 1) The maintenance of a solid financial system to ensure that the church meets its moral and legal responsibilities as a registered charity – **please see notes below.**
- 2) Preparing monthly budget for budget holders, and monthly management accounts for the Pastor and Executive Leaders.
- 3) Assist with preparing annual accounts together with relevant explanatory schedules for audit by independent examiner/external auditors.
- 4) Maintaining records of weekly and monthly offerings to church in order to re-claim gift tax from the HMRC.
- 5) Managing the church's payroll and maintaining PAYE records.
- 6) Managing volunteers helping on financial tasks such as accounting for income and gift aid processing.
- 7) Maintaining records on the church's Finance Co-ordinator accounting system and on supporting Excel spreadsheets.
- 8) Providing information to budget heads when requested, particularly to assist in preparation of their annual budget setting process.
- 9) Being part of finance team and meeting monthly to progress and evolve the Accounts systems and processes.

Notes:

The jobholder's regular tasks are: -

- 1) Weekly – preparation of cheques and petty cash disbursements,
- 2) Weekly – collation of offerings and banking,
- 3) monthly – bank account reconciliation, together with management of accounts to maximise benefit to church,
- 4) Monthly – payroll preparation including relevant instructions to bank for its payment,
- 5) Quarterly – preparation of gift aid tax reclaim,
- 6) Annually – Year end returns to HMRC,
- 7) Annually – Accruals, reserves etc. in connection with annual accounts preparation.
- 8) Annually – Charity Commission returns.

This is not necessarily a complete job description; priorities will be agreed with the person appointed.

Key result areas:

- 1) Systems running well
- 2) Pastor, Executive Leadership Team and Elders kept well briefed
- 3) Compliance with the law
- 4) Audit requirements met
- 5) Confidentiality
- 6) Team work