

Finance Administrator

 **Church Office, Hertford**

 **£25k to £28k per annum (pro-rata)**

 **Part-time (15 hours flexible)**

 **25 days holiday pro-rata & bank holidays**

 **Permanent**

Hertford Baptist Church is a growing church looking for an experienced Finance Administrator with excellent interpersonal skills to join our staff team as we help people to follow Jesus.

As a faith-based organisation and place of worship, the Finance Administrator will be expected to work actively to support our ministry and vision.

As a vital member of a small finance team, most of whom are volunteers, you will manage the church's financial operations, ensuring accuracy, compliance, and timely reporting, overseeing processes like accounting for money received, paying bills, record keeping, budgeting, payroll, Gift Aid, and financial reporting.

The successful candidate will have proven financial administration skills and a good understanding of accounting principles, be highly organised and self-motivated and have a desire to manage church finances well.

To find out more email: secretary@hertfordbaptist.org.uk