



## **Job Description**

<b>Job Title</b>	Finance Administrator
<b>Location</b>	Hertford Baptist Church
<b>Hours</b>	15 hours flexible
<b>Reporting to</b>	Treasurer
<b>Works with</b>	Finance Team, Church Officers, Ministry Team, Suppliers, Trustees

An experienced and skilled Finance Administrator working in the Church Office on a flexible, part-time basis to support our mission.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to work actively to support our ministry and vision.

The Finance Administrator is an important part of a small Finance Team, most of whom are volunteers, and will have regular contact with other staff, the ministry team and volunteers. The post holder will be highly organised and self-motivated and have a desire to manage church finances well.

Responsibilities include management of 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.

A high degree of professionalism and the ability to work in an everchanging environment, where multi-tasking, sound decision making, self-motivation and discretion are essential, along with self-confidence and proven organisational, communication and interpersonal skills.

### **Financial Administration:**

- Manage the church's day-to-day financial operations.
- Process payments, purchase invoices, donations and income.
- Monitor the bank accounts, manage cash flow and advise Treasurer when required.
- Support monthly reconciliation of bank accounts by another member of the finance team.
- Maintain accurate financial records, with allocating income and expenditure to correct codes/ funds.
- Prepare monthly and annual financial reports.

**Payroll, Gift Aid and cash income:**

- Administer and process outsourced payroll for church staff. Support Treasurer with annual returns.
- Maintain Gift Aid records and liaise with HMRC, congregation, and individual donors.
- Collate and submit Gift Aid returns to HMRC.
- Ensure cash receipts are counted and banked by tellers.

**Budgeting and Financial Planning:**

- Support the development and implementation of the church's budget.
- Monitor and track financial performance against the budget.
- Assist with forward planning and financial forecasting.

**Financial Reporting and Compliance:**

- Prepare reports for Leadership Team (trustees of the charity).
- Monitor and report on the performance of rented properties and investments.
- Assist the volunteer accountant with preparation of the annual statutory accounts, including Trustees Report, and external audit as required.
- Submit Annual Returns to the Charity Commission in coordination with Secretary.
- Ensure compliance with relevant charity regulations and financial guidelines.

**Other Tasks:**

- Ensure that good financial controls are in place and maintained.
- Maintain bank signatories and comply with signing authorisation policy.
- Keep appropriate financial records and ensure compliance with retention/disposal policies.
- Ensure adequate and appropriate insurance is always in place.
- Seek economies e.g. in utilities, banking, methods of payment, and challenge wasteful activities.
- Scan for and report income or expenditure implications of new projects or changes such as building maintenance & developments, employee costs or tax.
- With Secretary ensure legal requirements are met.
- Work effectively with other church staff and volunteers.
- Comply with all church operating policies and procedures.
- Contribute to the effective running and development of the church.
- Undertake any training or personal development as required.
- Assist with other administrative tasks as needed.

**Person Specification****Essential Requirements****Skills and Qualifications:**

- Strong financial administration skills .
- Good understanding of accounting principles .
- Experience with spreadsheets and accounting software (e.g., Paxton).
- A willingness to learn new processes and systems.
- Excellent organisational and time management skills.

- Knowledge of relevant financial regulations and guidelines.
- Appropriate awareness of data protection, security, confidentiality and safeguarding matters.
- A passion for serving God and the church .
- Have the Right to Work in the UK

#### **Preferred qualities**

- Experience with payroll processing and Gift Aid.
- Able to take initiative and lead process improvement projects.
- Experience church ministry/mission experience.
- Experience working in a church or charity sector.

#### **It's all about you...**

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture:

- You will be looking for a means to build your career in a way that puts your expertise to good use.
- You take pride in what you do, aiming to deliver the highest possible service and have a keen eye for detail, often noticing when something is not quite right. You are able to prioritise competing tasks.
- You are self-directed and exhibit initiative. Once a goal has been set, you are motivated to find out what needs doing and the drive and tenacity to work it through to completion.
- You enjoy having a wide variety of tasks (including routine processing) and are capable of working on your own, but equally comfortable in a team environment.
- You enjoy working within a talented team towards delivering something bigger than the sum of the individual efforts.
- You relate well to people at all levels and keen to work collaboratively with volunteers.
- You have strong problem-solving skills, are naturally analytical and can think clearly and logically.
- You have good organisational skills and a methodical approach.
- You are confident in evaluating and implementing process changes and efficiencies.