

Finance Administrator - Job Specification

This is a new role within St Andrew's Roundhay, United Reformed Church. It is expected that the job will involve approximately 80 hours per month. However, this is flexible in terms of time and location. As long as key deliverables are achieved as required.

The job is comprised of three main areas of activity:

1. Financial administration, book-keeping, reporting and informing the Elders and Church Meeting on financial status and future needs.
2. Room bookings and invoicing.
3. Researching and identifying appropriate funding options that St Andrew's could apply to take forward the activities of the Church.

The specific activities associated with each of these areas are detailed below:

1. Financial administration duties

Weekly

- Make payments as required by cheque or BACS, subject to second signatory/second person online approval
- Arrange for timely banking of cash and cheque receipts
- Receive and file bank statements from Virgin Money
- Enter transactions on Quickbooks or other financial software selected
- Download details of Zettle transactions

Monthly

- Reconcile bank accounts with statements

Quarterly

- Pay over payroll deductions to HMRC (unless we set up a direct debit)
- Prepare quarterly accounts for Elders meeting (April, July, October, January)
- Check for outstanding room rents and arrange for room debtors to be chased
- Prepare and submit gift aid returns

Annually

- Prepare or arrange in conjunction with the Finance Elder for preparation of annual accounts in statutory format and send to examiner (February/March)
- Deal with any matters arising from preparation of accounts e.g.
 - o Chasing any room hire debtors

- o Paying over any restricted fund collections received during year not already accounted for
 - o Review of any investments
- Assist with the preparation of the annual budget for presentation to Elders for approval (November or December)
- Assist with the preparation of the financial appeal literature and liaise with the Minister and Finance Elder in this regard (the appeal is usually presented to the congregation in February)
- Review room hire rates in association with Secretary, Minister, Finance Elder and Property Committee

As required

- Financial and regulatory advice to Elders as trustees
- Deal with financial queries on an ad hoc basis
- Together with Church Secretary, approve all grant applications ensuring grant terms and conditions are acceptable and achievable
- Financial planning and advice for events and projects e.g.
 - o Leeds Partnership visits (in and out)
 - o Fund raising and social events
 - o Holiday clubs
 - o Building projects
- Ensure Synod approvals (property, financial resources and listed buildings advisory committees) obtained when required before commencing building projects
- Monitor cheque signatories and change when necessary following Elders' elections
- Support the Elders in handling matters relating to the Leeds URC Partnership

Sources of advice and assistance

Finance

1. The church is a member, through the URC, of the Association of Church Accountants and Treasurers, whose handbook and website provides a wide range of advice.
2. Hayley Brook, Finance manager at the Yorkshire Synod office, will offer advice on accounting matters.
3. The Synod Treasurer and Financial Resources Committee can offer advice and support on a wide range of financial matters.
4. In regard to investments, the Synod's investment managers, Brewin Dolphin, operate a scheme in which churches can participate at discounted fee rates.
5. The independent examiners are White Rose Accounting for Charities. Any additional accounting advice sought will be subject to an initial fee, so the Synod office should be approached in the first instance.

Legal

1. Initially advice should be sought from the Trust and Property Officer at the Synod office, who will if necessary, make a referral to the Synod's legal advisers. The church will be responsible for payment of any legal fees.

Property

1. The Trust and Property Officer at the Synod Office should be the first port of call for advice on any matters relating to major property matters. There is a wealth of guidance also available on the property pages of the Synod website.

2. Room Bookings

Deal with all requests for room bookings.

This will involve checking availability, confirming the booking, raising invoices and follow-through to ensure payments. Identify new clients for room bookings.

3. Identifying future funding options

Researching funding sources for activities undertaken/prioritised by St Andrew's.

Liaising with Yorkshire Synod's funding database

At times talking to funding organisations re the appropriateness of St Andrew's in applying for the funds.

Working with Elders and others within St Andrew's to pull together bids as required.

Person Profile:

Essential:

Self starter able to meet deadlines

Ability to work with different teams

Good verbal and written communication skills

IT literate. Ability to use Microsoft Office

Qualified and experienced book-keeper

Desirable:

Knowledge of URC

Previous work in a charity

Interest/experience of community work