

Financial Administrator Role Description 2024

Christ Church is a large lively Anglican Church with a strong emphasis on the preaching of God's Word and the Ministry of the Holy Spirit. We hold 3 Sunday services and provide a range of groups, activities, courses and pastoral support for all ages and stages of life throughout the week. We have a regular staff team of around 17 individuals with further leadership positions held by volunteers from our congregation.

The Christ Church financial administrator's role is a key position in the church's administrative team, ensuring that detailed records are kept of all financial transactions. The financial administrator works closely with the Operations Director, Treasurer and wider staff team to set departmental budgets, to monitor and record income and expenditure, and enable the Treasurer to provide accurate reports and forecasts of revenues and spending. The financial administrator also has responsibility for monthly staff payroll and pension contributions.

Start Date: June 2024

Required skills

- Appropriate accountancy qualifications and proven work experience record
- Strong attention to detail and high levels of accuracy
- Great numerical, analytical and critical thinking skills
- Strong IT knowledge and experience of accounting software packages, including Sage Accounting and Payroll
- Good organisational and planning skills
- Good communication, teamwork and self-management skills
- Experience of the charity sector and empathy with Christ Church's aims, objectives and ethos.

Job Activities

- Processes payments, invoices, income and receipts and enters all data into the Sage accounting system and filing hard copies as required, maintaining accurate financial records for reporting and tax-related purposes
- Prepares monthly financial statements showing income and expenditure and reconciliations with bank accounts and other financial systems
- Ensures that supplier invoices are paid in a timely manner
- Monitors accounts receivable, following up on outstanding payments, and reconciliation with the church bookings and invoicing system
- Administration of all donations and associated gift aid
- Tracks and reconciles bank account balances, maintaining appropriate cash levels across all accounts

- Develops monthly financial statements including cash flow, profit and loss and balance sheets
- Works closely with the Treasurer, Vicar and heads of departments to determine yearly budgets
- Submits fees payable to the Winchester Diocese, managing transactions and coordinating grant payments to other charities, including oversees organisations
- Prepares and pays monthly staff wages
- Prepares monthly staff pension contribution calculations for the church's workplace pension scheme
- Receives and pays staff and volunteer expense claims
- Responding to general queries from church members, staff and accountants
- Supports the Treasurer with administrative duties and the preparation of yearly accounts
- Liaising with church auditors in providing access to Sage and all associated information for the proper audit of end of year accounts.

Line Manager

Liz Ord – Operations Director

Working Hours

Flexible 10-14 hours/week within 9am-5pm Monday – Thursday.

Employment Status

- Employment can be either as a self employed book-keeper or as a part time permanent employee of Christ Church Parochial Church Council.

To apply please send the following to Liz Ord (liz.ord@ccwinch.org.uk):

- A covering letter explaining how your skills and experience meet the requirements of the role as set out in this role description.
- Your CV, including details of 2 referees who can be contacted if you are shortlisted for an interview.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.