

The King's Church Arnold seeks a person with a combination of technical and soft skills, including an understanding of accounting and finance principles, data analysis, budgeting, communication and leadership. They should also be adaptable, highly motivated and have a strong work ethic.

Context: King's is a vibrant church of around 130 people serving the northern suburbs of Nottingham and is part of the Ground Level Network of churches. With growing compliance requirements and the need to support our Trustee Treasurer role with the day to day management of our financial systems we are looking for someone to come and help the church function well and thrive in all it does.

Purpose: The purpose of the role is to bring oversight and leadership to the day to day financial and administrative operations of the church. The role will involve working with the leadership, trustee and staff teams in the church. This position requires a high degree of professionalism and interpersonal skills, with an ability to work in a varied environment where multi-tasking and self-motivation are essential. The post holder will also need proven financial, IT, organisational and communication skills.

Responsible to: Team Leader, working as part of the staff team.

Hours: 7 hours per week (very flexible), we would see this more as a 364 hour a year role, with some tasks being undertaken annually and others weekly or fortnightly. Entitlements are pro-rata based on a 40 hour full-time basis.

Contract: A permanent contract with an initial 6-month probationary period.

Salary: £5,017 - £5,483 depending on experience and qualifications.

Holidays: 54 hours a year.

Location: Either office in The King's Centre, Arnold or Home-based.

Support: Regular meetings with Team Leader, Fortnightly Staff Team meetings, annual job review.

Closing date: Sunday 27th April

Start date: TBC

Due to the nature of the organisation and the role, the post holder must be a practicing Christian. The post is exempt under the Equality Act 2010, Schedule 9, Part 1.

Areas of responsibility

Finance Administration

- Maintaining accurate financial records within our current software system Quickbooks.
- Overseeing gifts and gift aid, extracting gift aid information on a monthly basis. Being the principle contact person for the volunteer finance assistant who oversees gift aid declarations, makes the gift aid claims and undertakes banking of cash.
- Being the principle contact person for the current volunteer Payroll Co-ordinator who processes staff salaries and associated pension and tax payments.
- Overseeing the authorisation and payment of invoices in line with our financial procedures.

- Reconciling church debit card payments and receipts.
- Preparing quarterly financial reports.
- Working with the Team Leader to prepare an annual budget.
- Working with the Trustee Treasurer and Team Leader to prepare the annual accounts for approval by the Trustees. Working with the church independent examiner to produce final accounts for the AGM of Charity Members and Church AGM.
- Filing the Company Tax return with HMRC.

ChurchSuite Management

- Oversight of the running and effectiveness of the church database ChurchSuite.
- Developing training & support for users of ChurchSuite to move towards an integrated use of the system.
- Overseeing the integration of new users into ChurchSuite.

General Administration

- Working closely with the Operations Support to ensure the smooth running of the building.
- Overseeing the renewal, negotiation or sourcing of new contracts from the service providers.
- Completing the annual charity return with the Charity Commission.
- Maintain a spreadsheet of hours worked for the Team Leader.
- Attend meetings and undertake training as directed by the Team Leader.
- Carry out any other specified tasks that may be reasonably required by the Team Leader, with the proviso that any changes of a permanent nature will be included in the job description.

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Personal

- Continued involvement or a desire to take an active part in the wider life of King's and become part of the church family.
- In agreement with the values, vision and doctrinal statement of The King's Church, Arnold.
- Warm, friendly and welcoming – a great team member.
- Adaptable, highly motivated and have a strong work ethic.
- Strong communicator with good interpersonal skills.
- The ability to work as part of a team but also a self-starter able to use own initiative and work with minimum of supervision.
- A commitment to continued personal development.
- Be a person of integrity, who always maintains a high level of confidentiality and discretion.
- Ability and willingness to take occasional lead at staff prayer meeting.
- Willingness to occasionally pray for people when needed.

Skills

- Financial understanding – understanding of accounting and financial principles.
- Data analysis - Be able to interpret data and create financial reports.
- Budgeting - ability to create and understand budgets that align with the organisation's goals.
- Financial reporting - ability to analyse and present financial data to people with a variety of financial understanding.
- Highly competent IT skills and ability to learn and manage new software, for example QuickBooks and ChurchSuite.
- Time management - the ability to successfully organise available time between the many aspects of the job.
- Ability to initiate and maintain good and effective administrative procedures.
- Ability to lead, develop and motivate volunteers.
- Examination of accounts: ability to manage the independent examination process and act as the first point of contact for external examiners

Experience (Desirable but not essential)

- Experience in financial software.
- Experience in database management.
- Experience in creating and running systems.

Note

If candidates do not have previous experience of tasks such as drafting the annual report, drafting financial reports, filing the charity return and company tax return they will be supported by the Treasurer and Team Leader. Training will also be provided to candidates without experience of the QuickBooks financial package and the ChurchSuite database software.