

ST JUDE'S SOUTHSEA

Finance Officer Job Description

Context and Main Purpose

The mission of the Operations Team is to resource, equip and facilitate the ministry of St Jude's. The Finance Officer will carry out the vital bookkeeping tasks necessary to ensure the smooth running of SJS. This role will also be pivotal in providing timely and accurate financial information to the Standing and Finance Committee and the PCC allowing them to work effectively.

St Jude's is currently using MyFund Accounting Online (from Data Developments.) An early priority will be to review this and consider a migration to a new system (such as Sage) that integrates better with other systems. The Finance Officer would lead such a migration.

Accountability

The Finance Officer will be accountable to the PCC as employer through the Operations Director, who is part of the Senior Leadership Team. The person will work in close cooperation with staff and volunteers at the church, in particular, the Treasurer, Assistant Bookkeeper and Gift Aid Officer.

Terms and Conditions

1. 20 hours per week, to be worked flexibly.
2. 25 days annual leave (FTE based on full time) plus bank holidays.
3. Salary £23,000- £26,000 FTE (based on full time) depending on experience.

Duties and Responsibilities - Finance Officer

1. Advising on and drafting procurement, expense, banking and card use regulations, policies, procedures and guidelines for approval
2. Prepare quarterly management accounts for the PCC
3. Manage the Assistant Bookkeeper, who handles cash collections and weekly banking
4. Download all account data; bank statements, credit card statements, Stripe, Pleo and SumUp
5. Maintaining good financial records
6. Entry of income and expenditure into the church's financial software
7. Undertake bank reconciliations
8. Manage the staff expenses system (Pleo)

9. Ensure Gift Aid records are accurate and compliant with regulations
10. Prepare monthly breakdowns of actual vs budget for all departments and additional management information and analysis as required.
11. Processing and paying incoming invoices.
12. Prepare monthly cash flow statements
13. Manage monthly payroll
14. Administration of pension payment set up (Nest)
15. Making submissions to the Charities Commission, Diocese and other bodies as required
16. Ensure all giving material is accurate and compliant
17. Work with Gift Aid Coordinator to liaise with donors on gift aid declarations
18. Working closely with the Church Administrator to ensure weddings, funerals and other events are invoiced and paid correctly.
19. Other relevant financial tasks as requested by the Treasurer and Operations Director

General Duties

1. To play a full role as a member of the staff teams at St Jude's, taking part in staff worship, meetings, retreats, "all-church" activities etc.
2. To provide reports of work as requested
3. To continue personal development through reading, appropriate training events and suitable courses of study;
4. To undertake any other duties that may reasonably be required of this post holder.

GOR: In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practising Christian and we would expect our Finance Officer to adhere to our values as a church.

	Ess.	Des.
Christian Experience and knowledge		
Committed and baptised Christian, involved in church activities	X	
Willingness to work within the authority structures of the Church of England.	X	
To be or become a full member of St Jude's		X
To be willing to work within the values (Word and Spirit) of St Jude's Church.	X	
Skills / Experience		
Relevant bookkeeping qualification with a proven track record of dealing with financial tasks as outlined in key responsibilities		
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Ability to work in a team	X	
Strong interpersonal skills (face-to-face, phone and email)	X	
Calm and organised, able to multi-task and problem solve	X	
Readiness to learn	X	
Good IT skills	X	
Excellent time management with the ability to meet tight deadlines	X	
Attention to detail and accuracy	X	