

## **Finance and Office Administrator**

Hours: 20 hours per week with the possibility of flexible working arrangements, including some remote working

Salary: £12,540 pa for 20 hours pw, the salary is pro rata if worked fewer hours.

### **About us**

Holy Trinity is a welcoming, Christ-centred Bible-teaching church near the centre of Norwich. We welcome people of all ages, and from all sorts of backgrounds - those who wish to discover Jesus Christ for the first time, and those who want to grow further in knowing Him and making Him known.

### **About the role**

We are looking for someone with relevant administrative experience to join our dedicated staff team to manage our day to day financial processes and accounting at Holy Trinity so that they effectively support the running of the church and its ministries.

The successful candidate will:

- Be self-motivated and flexible
- Be able to relate well as part of a diverse staff team
- Be able to prioritise workload and manage time effectively
- Pay close attention to detail in all areas of financial and administrative work
- Be able to communicate financial matters and systems accurately and effectively
- Be highly organised

### **Purpose of the role**

- To administer the church's financial processes and accounting systems in accordance with relevant charity regulations
- To support and work alongside the Treasurer to ensure strong financial governance and timely, accurate and insightful financial reporting
- To carry out a range of other administrative roles as they arise within the church office, under the direction of the Church Administrator

### **Main Responsibilities**

#### **Financial administration**

- Manage all day to day book keeping, handling all invoices and expenses
- Support the Treasurer so that all donations are correctly accounted for and Gift Aid has been correctly claimed from HMRC regularly.
- Undertake monthly and period end financial reconciliations

- Prepare financial and statistical returns to the Diocese
- Maintain the fixed asset register and depreciation schedule
- Support the Treasurer in keeping financial policies and procedures up to date and other financial governance
- Maintain the petty cash processes including the monthly reconciliations and regular banking of cash including weekly church offertory amounts
- Administer all online banking processes
- Assist the Treasurer with the preparation of cash flow forecasts

### **Financial Reporting**

To ensure accurate, timely and insightful financial reporting, the Finance and Office Administrator will:

- Take responsibility for all day to day and period end accounting
- Prepare draft Management Accounts
- Maintain various spreadsheets which support the forecasting of income and expenditure during the year
- Prepare agreed schedules for the auditors and respond to audit queries
- Prepare ad-hoc financial analyses as requested and agreed with the Treasurer
- Attend meetings as requested
- Provide update reports to budget holders as required

### **Contract Management & Procurement**

The Finance and Office Administrator will support the Church Administrator by undertaking agreed tasks including maintaining the spreadsheet tracking all contracts held and placing purchase orders as required.

### **Payroll & Pensions**

- Collate payroll information and update the finance system as necessary
- Support the Church Administrator in calculating holiday entitlement and allowances, time off in lieu and adhoc payments

### **Other**

- Undertake additional tasks commensurate to the role which may reasonably be required to meet the organisation's needs and as agreed with the Church Administrator, Treasurer or Rector.
- Participate in staff meetings and other relevant training sessions
- Adhere to policies and procedures as approved by Holy Trinity Church PCC.

**As an evangelical Christian organisation, the Christian faith is an integral part of our working culture. The post-holder will be expected to play a full role in the daily life of the staff team and there is a genuine occupational requirement that they be a practising Christian.**

Preliminary visits to the church or discussions regarding the post are highly encouraged by arrangement with the church administrator, email address: [info@trinitynorwich.org](mailto:info@trinitynorwich.org) who will be pleased to discuss the post in more detail.

The application form can be accessed via the Church website on:  
<https://www.trinitynorwich.org>

Closing date for applications: 22<sup>nd</sup> February 2023

Interviews to be held w/b: 27<sup>th</sup> February 2023

**Work location:** Holy Trinity Church, 110A Trinity Street, Norwich.

**Employer:** Holy Trinity Parochial Church Council (PCC)

**Accountable to:** The Incumbent and Churchwardens

## Person Specification

Requirements	Essential for post	Desirable for post
Experience	<ul style="list-style-type: none"> <li>• Prior experience of working in an office or small business environment</li> <li>• Good all-round knowledge of Microsoft software, particularly Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Charity Accounting</li> <li>• Experience of working for or volunteering with a charity or church</li> <li>• Good working knowledge of small business system software</li> <li>• Accounting experience</li> <li>• Be a member of Holy Trinity church or willing to become a member of the church</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• A good level of general education including as a minimum GCSE English and Maths (or equivalent)</li> </ul>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Self-motivated, resilient problem solver, able to respond and resolve issues promptly and appropriately</li> <li>• Highly organised, with ability to work on own initiative and prioritise workload and meet deadlines</li> <li>• Conscientious, with excellent attention to detail, maintaining high degree of accuracy</li> <li>• Good communication skills, verbal and written</li> <li>• Highly numerate</li> </ul>	<ul style="list-style-type: none"> <li>• Being able to work with technical specialists and tradespeople.</li> <li>• A valid UK driving license.</li> <li>• Previous experience of managing budgets.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Be able to reflect the ethos and mission of Holy Trinity in all dealings with staff, church members and visitors</li> <li>• High level of personal and professional integrity</li> <li>• Able to handle sensitive and highly confidential information in an appropriate manner</li> <li>• Able to work well in teams with both paid staff and volunteers</li> <li>• Flexible and adaptable</li> </ul>	