

THE VINEYARD CHURCH | ST ALBANS

JOB DESCRIPTION

<u>Job Title:</u>	Business Assistant
<u>Department:</u>	Support
<u>Location:</u>	Vineyard Church, Brick Knoll Park, St Albans, AL1 5UG
<u>Reports to:</u>	Business Manager Gil Yon
<u>Main Purpose:</u>	To support and assist the Business Manager in the financial and business aspects of the Vineyard Church.
<u>Hours of work:</u>	5 days per week (Monday – Friday, 9am – 5pm) Possible attendance at occasional evening or other meetings (time in lieu)

RESPONSIBILITIES & DUTIES

Finance:

- Assist in preparing and processing departmental budget spreadsheets and uploading to Sage.
- Regular reporting to staff and management on budget and finances.
- Assist with preparation for the annual accounts audit as required, including annual Trustee Report.
- Assist the Business Manager in overseeing the church finances including reporting as required.
- Monitor spending and maintain financial records in line with Inland Revenue and Charity Commission guidelines.
- File finance related documents and maintain archives.
- Collect, process and bank Sunday offerings & other monies on a weekly basis – shared with Office Assistant.
- Report on offering and bookstall weekly figures as required – shared with Office Assistant.
- Assist the Office Manager to keep finance software (Sage & ChurchSuite/Donations) up-to-date through data entry and produce reports as required.
- Assist the Office Manager to process supplier invoices, staff & volunteer expense claims, cash withdrawals and online payments, company business cards etc. and ensure budgets are correctly allocated.

THE VINEYARD CHURCH | ST ALBANS

Compliance:

- Assist the Business Manager in complying with current Charity law matters and submit annual returns etc.
- Assist the Business Manager in complying with current Company law matters and submit annual returns etc.
- Assist the Business Manager in complying with other current legal and compliance matters including data protection and safeguarding etc.
- Prepare documents for Board meetings as required.
- Attend and minute Board meetings (potential).

HR:

- Maintain staff employment records as required.
- Assist the Business Manager in administration for staff recruitment.

Administration:

- To be aware of Business Manager's workload in order to assist where needed.
- Carry out administration appropriate to the role including reports, correspondence, calls etc.
- Maintain office systems, including data management and filing.
- Assist with the completing of weekly, monthly, and annual tasks.
- Assist with the completion of projects e.g. policies review, building projects, etc.
- Assist with planning as required.
- Carry out background research.
- Carry out reception/general office duties to assist and provide cover for the Office Assistant as required.

Other requirements

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your line of management.

KEY FACTORS

Financial Responsibility: None
Decision Making: None