

FINANCE ADMINISTRATOR – JOB DESCRIPTION

Location	Riverside Vineyard Church The Vineyard Centre, Air Park Way, Feltham, TW13 7LX
Department	Administration & Facilities
Reports to	Ashley Blewett – Senior Assistant Pastor
Pay	To be agreed
Hours of work	17.5 hours per week

RESPONSIBILITIES & DUTIES

- A primary aspect of this role is working with our accountants (out-sourced), ensuring information is provided for payments, monthly management accounts, annual audit, etc...
- Preparation of banking sheets, banking cash and cheques
- Checking bank statements and paying in slips, liaising with banks as necessary
- Creating, managing & logging invoices for room bookings and other services
- Cost coding purchase invoices, preparing cheques, setting up on-line payments, managing expense payments
- Manage credit card processing for staff credit cards
- Maintain and reconcile petty cash
- Work with our payroll providers to ensure smooth running of monthly payroll
- Administration of donation recording & Gift Aid claims
- Reconciling payments for events & other incoming payments
- Responding to general queries regarding finance from church members, staff, accountants, trustees, etc.
- Manage, update and upload pension information
- Manage the utility bills, renew contracts and monthly filing
- Manage and update insurance policies e.g. building insurance, life & sickness insurance
- Attendance at operational, administrative, prayer and training meetings as applicable
- Reception and telephone cover for lunch breaks, holidays, absence (if required)
- Any other finance administrative duties as required

Other requirements

- Able to carry Riverside's culture, values & practices, complying with our operating policies/procedures
- As part of our growing, missional church community, to contribute to the effective running and development of Riverside Vineyard Church
- To demonstrate a clear, personal commitment to the Christian faith*
- To undertake any training or personal development as required
- To actively participate in prayer meetings held during working hours
- Any other duties reasonably requested by your Line Manager

KEY FACTORS

Knowledge, Skills, Experience: Proven organisational ability
 Excellent numeracy and literacy skills
 Proficiency in MS Office, email and Internet usage
 Experience of working with a database an advantage
 Able to prioritise a busy workload and use own initiative
 Ability to work as part of a team

Administration Team: You will be working as part of the Administration & Facilities team

*The genuine occupational requirement for this post is implemented under the Equality Act 2010