

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 & Operations Manager Gil Yon
<u>Main Purpose:</u>	To support and assist the Business & Operations 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:

- Work with 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.
- Work with the Office Manager to keep finance software (Sage & ChurchSuite/Donations) up-to-date through data entry and produce reports as required.
- Regular reporting to staff and management on budget and finances.
- Assist in preparing and processing departmental budget spreadsheets and uploading to Sage.
- Assist with preparation for the annual accounts audit as required, including annual Trustee Report.
- Assist the Business & Operations 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.
- Provide cover for the Office Assistant in processing, recording and banking the Sunday offerings as required.
- Provide cover for the Office Assistant in reporting on offering and bookstall weekly figures as required.

Compliance:

- Monitor and maintain GDPR compliance including carrying out an annual compliance audit.

THE VINEYARD CHURCH | ST ALBANS

- Assist the Business & Operations Manager in complying with current Charity law matters and submit annual returns etc.
- Assist the Business & Operations Manager in complying with current Company law matters and submit annual returns etc.
- Assist the Business & Operations Manager in complying with other current legal and compliance matters including data protection and safeguarding etc.
- Assist the Business & Operations Manager in reviewing and updating the Risk Register and developing processes to reduce and mitigate risk.
- Prepare documents for Board meetings as required.
- Attend and minute Board meetings (future potential).

HR:

- Maintain and develop staff employment records as required.
- Assist the Business & Operations Manager in administration for staff recruitment, including contracts, offer letters, interview support, references etc.
- Research and develop staff policies and procedures as required.

Administration:

- To be aware of Business & Operations 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, intranet 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

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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION AND QUALIFICATIONS	Able to demonstrate a good level of general education to GCSE standard including Mathematics and English or equivalent.	A Levels completed Sage training Other finance software training Accountancy training
EXPERIENCE AND KNOWLEDGE	Administrative and organisation skills. Substantial experience in use of IT systems e.g. Microsoft Office, SharePoint, Microsoft Teams, internet, finance software etc. Appropriate level of data protection, security and confidentiality awareness.	Experience working with Sage or other finance software. Previous experience in a supporting role i.e. Assistant, PA or secretary.
OTHER	Positive, “can do” attitude. Good attention to detail. Ability to work independently and take initiative. Flexibility to take on demanding roles as well as more mundane duties i.e. shredding and filing.	Christian faith. Member of the St Albans Vineyard.
SPECIAL FACTORS RELEVANT TO THE POST	Ability to work in accordance with the Staff Value & Ethos statement of St Albans Vineyard Church.	Adherence to the Vision & Values of St Albans Vineyard Church. Adherence to the Statement of Faith of Vineyard Churches UK.