

Finance & HR Administrator - Job Description

Vineyard 61 Church

Job Title:	Finance and HR Administrator
Job Role:	V61 is searching for a Finance & HR Administrator who is a passionate pursuer of Jesus and aware of the culture and values of the church. We are seeking an experienced and skilled individual with a keen understanding of finance and business systems and a heart to see the Kingdom advanced through a well-run organisation. You will support the Lead Pastors with timely administration and project management of multiple projects and ministries to reach UP, reach IN and reach OUT as we bring life to London and Beyond.
Based at:	Church Office - St. Mark's United Reformed Church, Balham
Reports to:	Lead Pastors - Viv Bateman (Finance & HR) & Steve Bateman (Trustees & Compliance)
Hours:	4 days per week - 28 hrs/wk It is anticipated that staff will contribute additional hours to these into the life of the church in the same way that other church members contribute over and above their work hours.
Salary:	£24k pro rata + pension provision (after satisfactory completion of probationary period)
Annual Leave:	20 days paid holiday plus UK bank holidays
Probation Period:	3 months
Terms of Employment:	1 year contract

KEY RESPONSIBILITIES

(These are to be seen as a guide and reviewed/developed once probation period complete)

1. Culture, Values and Expectations

- Must understand, advocate, support, and protect V61 mission, values, and culture
- Must have a developing encouraging, positive attitude and be a "go-to" leader
- Must have a servant heart and a growing awareness of their God given identity and authority
- Must be flexible and have an ability to problem solve issues and offer encouragement, prayer and support for the rest of the team.
- Must develop their own Managerial skills through learning, reviewing and seeking feedback from Lead Pastors, peers and those they are leading
- Must develop with Lead Pastors an intentional culture of honour, good communication, feedback and serving in all levels of ministries
- You will be a passionate pursuer of Jesus
- You will be enthused by helping develop and maintain structures that not only facilitate ministry but that enable them to flourish
- You will be a capable time manager, comfortable working on multiple projects at once and skilled in discerning the priorities, seeing not just the task in hand but also the bigger picture implications.
- You will work well in both a team dynamic and solo-working environment, confident of your own skills and value, used to taking initiative and seeking out responsibility
- You will work energetically to turn the V61 vision into action; by helping us use our gifts and resources together as a well-coordinated, collaborative church
- Be an active member of V61

2. Office Management and Administration

- Oversee, manage and establish the day to day running of church administration, office and office equipment
- Administer events to assure all church wide events are intentional and relative to the growth and connection of the church body and in line with the mission and vision of the church
- Support non-staff ministry leaders in their ministry-related work by organising events, managing publicity, managing bookings and tracking attendance, maintaining ministry-related budgets, producing and printing documents, and carrying out other delegated tasks on their behalf
- Liaise and communicate well between the staff, church members, newcomers, guests, visitors, other organisations and contractors
- Provide clear and useable reports, statistical analyses for staff as required
- Keep data held on V61 computers and 'cloud' based systems highly confidential and protect data from internal and external sources
- To become familiar with all our various online and e-systems and databases and make suggestions and proposals to streamline and make these more efficient.

3. Finances

- Operate within set budgetary constraints (Apr-Mar)
- Contribute to budgetary planning process for future financial years
- Process supplier invoices, staff & volunteer expense claims, cash withdrawals and online payments, company business cards etc. and ensure budgets are correctly allocated.
- Keep accounting software (Xero) up-to-date through data entry and produce reports as required.
- Reconcile all income and expenditure on accounting software (Xero)
- Regular reporting to staff and management on budget and finances.
- Assist in preparing and processing departmental budget spreadsheets
- Assist with preparation for the annual accounts audit as required, including Trustees Reports.
- Overseeing the church finances, gift-aid and managing donations, 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.
- Processing, recording and banking the Sunday offerings as required.

4. Compliance:

- Monitor and maintain GDPR compliance including carrying out an annual compliance audit.
- Comply with current Charity law matters and submit annual returns etc.
- Comply with other current legal and compliance matters including data protection and health and safety, etc.
- Review and updating the Risk Register and developing processes to reduce and mitigate risk.
- Prepare documents for termly Trustee meetings as required.
- Attend and minute Trustee Board meetings (future potential).

5. HR:

- Maintain and develop staff employment records as required
- Provide administration for staff recruitment, including contracts, offer letters, interview support, references etc.
- Research and develop our staff handbook, policies and procedures as required.

6. General Administration:

- Support the Lead Pastors with timely administration and project management of new projects and ministries
- Carry out administration appropriate to the role including reports, correspondence, calls etc.
- Maintain office systems, including data management, internet 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.

7. 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.

8. Worship

- Liaise with the Worship Overseers and carry out any administrative duties as necessary
- Help coordinate bands for services and small groups
- Launching and upkeeping service planning module and CCLI reporting

9. General

- Participate in general staff and congregational meetings or events as scheduled
- To ensure that all venues are maintained to a high standard working with the staff and organising a team of volunteers to complete maintenance tasks and cleaning.
- Support the trustees as directed

EXPERIENCE AND KNOWLEDGE

- Administrative and organisation skills.
- Substantial experience in the use of IT systems e.g. Microsoft Office, Google docs, Microsoft Teams, internet, accounting software etc.
- Appropriate level of data protection, security and confidentiality awareness.
- Experience working with Xero or other accounting software.

OTHER

- Positive, "can do" attitude.
- Good attention to detail.
- Financially and numerically competent.
- Ability to work independently and take initiative.
- Flexibility to take on demanding roles as well as more mundane duties.

Our Team:

We are a growing team with various pastoral, operational and administrative roles. Our team is adaptable, flexible and relational. This role requires you will be a key member linking, supporting and joining individual team members and weekly staff and prayer meetings.

Our Vision: We want to build a community that prioritises the presence of God, living the way that Jesus did and together bringing life to London and beyond.

To apply, please send your CV and a cover letter expressing your interest to hello@vineyard61.org