

FINANCE ADMINISTRATOR

Hours	Part time, 0.2 FTE (1 day per week)
Salary	£19,000–21,000 p.a. pro rata, plus 5% of gross salary towards a personal pension scheme
Job status	Fixed term, renewable after one year
Holidays	Holiday entitlement is 28 days paid annual leave, pro rata (5.6 days per year)
Role	Assist with a range of tasks, including responsibility for overseeing Melton Vineyard finances and preparing accounts for external auditing
Deadline	Application by CV and covering letter must be received by Friday 18 June 2021

Background

Planted in 2006, Melton Vineyard is a contemporary Christian church committed to equipping ordinary people to live extraordinary lives, through the power of the Holy Spirit. We believe that God is at work in every individual's life, and we love to recognise, develop and celebrate that. We want to be, and encourage others to be, committed followers of Jesus: responsive to his teaching, relational in all that we do, and imaginatively and compassionately engaged with the world around us. We want to be a church where imperfect people feel perfectly welcome, where worship and prayer are at the heart of everything, and where people can experience God's love and power, without hype and at their own pace.

Role description

To oversee the administration of Melton Vineyard finances in conjunction with the Church Administrator and Storehouse Administrator. To report to the Senior Pastors and trustees of Melton Vineyard and be responsible for ensuring all financial records are accurate and up-to-date. The candidate must be willing to carry out a variety of tasks at different levels and to attend trustee meetings as needed.

Principal responsibilities

- Reconcile accounts on a weekly basis
- Maintain asset register
- Monthly audit of accounts
- Prepare finance reports as required
- Prepare accounts for annual auditing by external auditors
- Management of giving, Gift Aid and associated bank accounts
- Prepare annual summary of giving for church members
- Prepare expenses claims and pay bills

Essential

1. Able and fully willing to respect the vision, values and ethos of Melton Vineyard church
2. Able to reconcile bank accounts and investigate differences on accounts
3. Previous experience in financial admin, including preparing accounts for external audit
4. Able to work with others, contribute ideas and receive feedback
5. Willing and able to cope with changes and demands of the job
6. Computer literate, experienced with MS Excel
7. Able to maintain confidentiality with respect to all aspects of church and individuals' finances

Desirable

1. Experience of working with QuickBooks or similar online accounting system
2. Part qualified in accounts management or qualified by experience
3. Previous understanding of gift aid returns and, ideally, finance within a church context

Reports to

Neal Swettenham, Senior Pastor

Hours of work

7.5 hours per week

This job description will be regularly reviewed to ensure that it is an accurate representation of the post.

Application by CV and covering letter outlining your suitability for the post to stevencliff3@gmail.com

Closing date for applications: Friday 18 June 2021

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses data and to meeting its data protection obligations. Our Privacy Policy can be found on our website under Policies.