

Job Description – Financial Administrator

This is an opportunity for someone with good financial or bookkeeping skills to join the Finance and Admin Team at St Ebbe's, providing a vitally important service controlling the church's financial resources responsibly, and so applying your time and skills in furtherance of St Ebbe's passion to know Christ better and make him known.

- Location: St Ebbe's Church, Central Oxford
- Reports to: Finance Manager
- Works alongside: Office team, Finance Assistants (volunteers) and apprentices when undertaking finance tasks.
- Main purpose of the role: To enable achievement of the defined tasks of St. Ebbe's Church (to reach out, build up and send out) through provision of effective financial recording, control and reporting, together with contract management that achieves good value in our purchasing.
- Specific tasks/priorities: **Maintaining an accurate record of St Ebbe's finances**, to include:
- Recording all financial transactions, using St Ebbe's approved software (currently QuickBooks) and subsidiary systems (e.g. Excel).
 - Maintain records of donors and undertake the administration and collection of Gift Aid.
 - Maintain a purchase ledger and control of all invoices and expense claims received.
 - Maintain a sales ledger and undertake debt collection.
 - Maintain all records in a confidential, clear and orderly state, taking appropriate measures for security and back-up.
 - Assist with the preparation of the year end accounts, supporting the Church's auditor.
- Cash & bank management**, to include:
- Oversight of the collection, recording and banking of all income, (whether via cash, cheque, card, standing order or direct to bank).
 - Administer the authorisation and making of all payments.
 - Undertake regular bank reconciliations, keeping the Finance

Manager apprised of any actual or potential cash flow issues.

- Manage volunteers, apprentices any other staff assigned to support you to achieve the above.

Payroll, to include:

- Ensuring all staff receive the correct salary and any other benefits,
- Advising staff on payroll related matters,
- Making pension payments accurately and in accordance with statutory deadlines
- Acting as the main operational interface with our current payroll and pension providers,
- Taking over payroll responsibility in-house if considered appropriate.

Analysis & Reporting, supporting the Finance Manager, which may include:

- Preparing regular and ad hoc reports for the Finance Manager, and under his guidance reports to others.
- Maintaining budget records and reporting to activity leaders on the finances of their event.
- Analysing income and expenditure, providing information and recommendations to improve our income and financial effectiveness.
- Assisting Finance Manager with decision making and budgets.
- Assist other staff, PCC and congregation members with financial enquiries, dealing with them efficiently and effectively.

Procurement, to include:

- Effective management of all contracts, including utilities and recommending changes to the Finance Manager.
- Ensuring value for money from ad hoc purchases (including food and catering supplies, books, stationery etc.)

Other Tasks:

- Providing a book-keeping and financial management service to other partner organisations as needed, e.g. South Central Gospel Partnership.
- Liaison with opposite number at St Ebbe's Headington and any other St Ebbe's church plants.
- Initially, provision of above services for Cowley Church Plant leading to training and handing over some/all to a dedicated

Cowley Financial Administrator.

In addition to the above specific areas, other requirements of the post include:

1. Ideally, to be a committed member of the congregation at St Ebbe's in the centre of town, attending Sunday services and Central Prayer Meetings wherever possible.
2. To be an active member of the staff team at St Ebbe's, attending weekly staff meetings when possible within part-time role.
3. To be an active member of the Admin & Finance team, undertaking whatever additional tasks are required to contribute towards St Ebbe's aims.

Personal profile:

You will be a person of high personal integrity, with experience demonstrating that you handle money with care and information confidentially. You will be a self-starter and known for the accuracy of your work.

You will have good practical experience of financial management or bookkeeping, ideally in a charity or similar context using QuickBooks, and ideally will hold a suitable qualification. Ideally, you will have payroll experience, including employer pension provision. Where you demonstrate aptitude but not experience in these areas on the job training will be considered.

You will be able to communicate clearly, practically, firmly yet tactfully with other employees, volunteers and members of the congregation.

You will be highly numerate, able to use MS Excel to a good standard and very comfortable using modern office IT systems.

You will have successfully overseen contracts and procurement.

You will have managed staff and volunteers undertaking practical work.

The role holder will be a committed Evangelical Christian and their belief will inform all aspects of the performance of their role.

Terms and Conditions: The appointment is part-time, 14 hours per week (i.e. 2 days) – flexibility may be considered regarding exact days and hours.

The full-time (5 day per week) equivalent salary will be £20,700 per year.

The pro rata equivalent of the full-time holiday allowance of 25 days and bank and public holidays. Additional unpaid holiday (e.g. to fit with school terms) may be considered, subject to our needs.

Appointment is subject to:

- Proof of eligibility to work in the UK.
- Adherence to the church's Declaration of Faith
- Any Safeguarding training or references that we consider appropriate.

This is a permanent position, subject to a 3-month probationary period.