

JOB DESCRIPTION

Job Title:	Office & Finance Administrator
Reporting to:	Tim Brown
Normal place of Employment:	Central House, 13 Ravenhurst Street, Birmingham, B12 0HD
Job Status:	Permanent / Part Time
Hours per week:	20 - 27 hours Tuesday to Friday (flexible hours possible)
Salary	Full-time equivalent of £17,000 - £23,000 (depending on experience)

Job Purpose

Providing administrative support to enable the smooth running of the church office, church events, regular meetings and ministries.

Performing, recording and reporting all financial transactions to ensure the correct running of the church's resources.

The characteristics and qualities expected are:-

- Faithful to Christ, to Churchcentral and in good heart and relationship with the Elders and vision of Churchcentral;
- Supportive of the mission, values and programme of Churchcentral
- Available to fulfil responsibilities with a serving spirit;
- Good example and model, with a teachable spirit;

Personal skills and competencies:-

- Demonstrate the ability to work diligently and accurately and without constant supervision
- Inter-personal and communication skills
- Good numeracy skills
- Able to represent Churchcentral to visitors and guests in Central House

Knowledge Areas:-

- Book-keeping
- Information Technology, specifically spreadsheets, word processing and email
- Facilities Management

Note: not expected to be expert in all areas, but have a working knowledge of each

Principal Accountabilities

Office

1. Assist in planning and providing administrative support for church events including the management of venues, resources and equipment.
2. Liaise with meeting venues, ensuring required facilities are booked and good communications are maintained with the various authorities.
3. Ensure the provision and delivery of resources and supplies for Sunday meetings at the various venues.

4. Lead DBS Recruiter, managing checks and ensuring disclosures are up to date
5. Update and maintain the Churchcentral hyAD database of church members.
6. Distribute bulk SMS text messages and other communications as required.
7. Maintain supplies of stationery and other office and facilities consumables.
8. Ensure updating and renewal of Churchcentral insurances.
9. Act as first point of contact for all forms of communication in the office, forwarding and distributing to relevant team members as required.
10. Admit and welcome visitors to Central House, ensuring they are recorded and shown to required location.
11. Maintain filing system for general, personnel and financial records.
12. Process bookings for church and Catalyst events.

Finance

1. Perform all aspects of financial accounting in accordance with legal requirements and good practice using dedicated software.
2. Process all authorised payments and expense claims.
3. Manage and control all donations and payments made to CC including cash.
4. Produce timely and accurate reporting of the monthly financial status to the concerned parties.
5. Prepare and submit end of year accounts and annual returns liaising with the CC accountants and directors.
6. Liaise with the contracted payroll company to ensure timely and accurate payment of salaries and PAYE.
7. Support CC annual budgeting process.
8. Manage and reconcile CC bank accounts including weekly banking of funds.
9. Maintain accurate Gift Aid records and submit regular claims to HMRC.