



Job Advert – Bookkeeper/Finance Assistant – Wadsley Parish Church

Wadsley Church is looking for a bookkeeper/finance assistant. This is an opportunity to work in a vibrant church where God is moving. We are looking for someone to work alongside the Church Administrator in supporting the ministry team and the PCC in the day-to-day operational running of the Church. At Wadsley Church we are committed to supporting our employees and as part of this we are looking for someone who would be open to further training and development in the role. In a time of growth this is a key role in the development of church operations. We are looking for someone with flexibility and the drive to further develop and improve our finance operations.

Job title: Bookkeeper/Finance Assistant

Reports to: Vicar

Salary: £9,200 per annum (£23,000 per annum full time equivalent)

Hours: 2 days per week (15 hours) to include Tuesdays

Pension: In accordance with Wadsley Church Pension Policy

Annual Leave Entitlement: pro rata equivalent of 5 weeks plus bank holidays

Location: Wadsley Parish Church, Worrall Road, Sheffield S6 4BB

Start date: Immediate

Key Responsibilities

- Receive, check and have responsibility for the deposit of weekly cash offerings from Sunday services.
- Receive, review, record and pay supplier invoices, once authorised. Ensuring coding of invoices is in line with church accounts structure and allocated budgets.
- Manage staff expenses reimbursement in line with policy, ensuring authorisation, validation of receipts, and allocation of costs to correct area of ministry.
- Manage debit card expenditure in line with policy, including recording of receipts.
- Assist in the production, recording, and reporting of the annual budget on the financial system.
- Manage a petty cash system for minor items of expenditure, ensuring a sufficient “float” of cash is maintained securely. Reconcile the petty cash float and prepare postings to the finance systems.
- Manage the collection, preparation and submission of monthly payroll information for external processing ensuring salaries are paid on time each month and all required correspondence with employees is provided in a timely fashion (e.g. P45, P60, payslips etc.).
- Monitor, Record and reconcile activity in the church bank accounts, including regular direct giving.
- Ensure Gift Aid claims made by the Gift Aid administrator are supported by complete and accurate records.
- Assist in the administration of pension scheme payments and investments
- Assist in the preparation of financial reports for the PCC, Diocese, and Charity Commission and for other meetings in conjunction with the Treasurer.
- Attend internal budget review meetings as required.
- Undertake other finance tasks and general support as may be required from time to time by agreement with the Vicar or Treasurer.
- Keep up to date with the activities of the organisation, including an understanding of the church’s relationship with Parish, Deanery and Diocese.



Person Specification

Essential

- Excellent interpersonal skills and good written and verbal communication skills
- Financially competent, and able to understand basic accounting principles and business administration and confidently operate the church's financial software and spreadsheets.
- High degree of computer literacy and knowledge of IT systems, including Microsoft Excel and accounting software packages.
- A respect for the Christian faith and able to work in a Christian church environment.
- Able to work independently, flexibly and using own initiative to solve problems proactively.
- Organised and methodical with strong attention to detail and accuracy
- Ability to manage workloads, prioritise and work to regular weekly and monthly deadlines.
- Maintaining highest standards of confidentiality at all times, ensuring sensitive data is held securely.
- Ability to work as part of a small team.
- Ability to contribute to the development of improved financial processes in line with PCC policy.

Desirable

- Experience of using Intuit QuickBooks software.
- Experience of managing payroll systems input.
- AAT qualified or working towards qualification.
- Experience of working within a Christian or other charity environment.
- An interest in the church/Christianity and desire to see it flourish.

How to apply

For more information, or for an application form, email danbrown@wadsleychurch.com

All applications must be received by **5pm on October 16th**

Successful shortlisted applicants will be invited to interview at Wadsley Church