

## FINANCE ADMINISTRATOR AT ST MARY'S CHIPPING NORTON

### Overview

St Mary's is a growing parish church, deeply immersed in the life of Chipping Norton, committed to Word and Spirit ministry and aiming towards lives that are shaped by *"Living In God's Love, and Living Out God's Love"*. It is an exciting place to be, with a big vision for sharing the good news of Jesus with our whole community.

To facilitate that vision in the context of a growing church, we are seeking to employ someone who will enjoy playing a full part in our church life while taking on and continuing to shape our day-to-day financial administration.

### Job terms and conditions

Job Title:	Finance Administrator for St Mary's Church, Chipping Norton
Place of work:	The Church Office in the Parish Rooms
Working Hours:	14 hours per week. These will generally be worked within normal office hours of 9.00am-3.00pm, but there is some flexibility in the working pattern.
Salary:	£27,300 (or £14 per hour / Gross)
To report to:	The Church Treasurer in conjunction with the Team Rector (line manager)
Employer:	The PCC of St Mary's Church, Chipping Norton
Contract Term:	Permanent
Start date:	As soon as possible
Benefits:	4% Workplace pension contribution 93 hours' holiday per calendar year (this figure is calculated on the basis of a 14 hour week as the equivalent of 5 weeks holiday plus a further 23 hours. This entitlement includes an allowance for bank holidays)

## Areas of Accountability:

- Processing the daily and weekly volumes of financial transactions
- Processing confidential information in regard to donations and staff payroll
- Point of contact regarding finance for staff and Treasurers of PCC's and other charities related to St Mary's Chipping Norton (CNACT & The Branch), Auditors, Charity Commission and HMRC

## Key Responsibilities:

- To maintain entries on the accounting system and monitor cash flow.
- To receive, record and bank income, and chase outstanding invoices.
- To process payments against invoices and expenses claims, and disbursements to vergers, organists etc.
- To act as 'Fees Treasurer' for Diocesan fees, producing monthly or quarterly returns and payments to the Diocese for both St. Mary's Parish and Five Villages Parish.
- To liaise with Planned Giving Officer, maintaining Gift Aid records and claiming Gift Aid for St. Mary's PCC, CNACT and The Five Villages PCC
- To operate staff payroll and pension schemes for St. Mary's PCC, CNACT and Churchill PCC (or to organise the outsourcing of this).
- To produce reports for PCC meetings, liaising with the Treasurers.
- To input into the annual accounts preparation process and liaise with Independent Examiners, sending returns to the Diocese and Charity Commission.
- To prepare budgets, delegating individual budgets to budget holders and monitoring levels.
- To centrally manage the Five Villages finances, providing support to VCC Treasurers, including managing the shared bank account, producing the year end accounts, organising the independent examination and distributing the PCC fees.
- To provide support to the Trustees of CNACT in preparing and filing their year-end accounts and organising their Independent Examination.
- To provide strong accounting support to *Building to Serve* Campaign Director and to liaise closely with The Branch Trust's finance sub-committee to ensure smooth fund-management across entire *Building to Serve* project

## Person Specification:

Criteria	Essential	Desirable
Experience	<p>Experience and working with Quickbooks</p> <p>High degree of computer literacy (&amp; experience of using Microsoft Word, Excel etc.)</p>	<p>Experience of the accounting requirements of a Church of England church</p> <p>Experience of using emerging web-based administrative technologies</p>
Skills	<p>Schedules and manages their workload, and that of others, sensibly and effectively</p> <p>Has an eye for detail, being methodical, organised and systematic</p> <p>Is able to take initiative and also to operate within the general guidelines agreed with the Treasurer and Team Rector</p>	
Qualifications	AAT level 4 (or equivalent demonstrable experience to this level)	
Personality	<p>Is honest, reliable and conscientious</p> <p>Enjoys working to a high standard and pursues excellence</p> <p>Is able to handle confidential information</p> <p>Actively seeks more efficient processes and practices</p> <p>Relates well to colleagues and visitors alike – collaborative and a team player</p> <p>Contributes positively and joyfully to small office-based working environment</p> <p>Is willing to undergo training and enjoys developing skills</p>	<p>Christian faith, expressed as a member of St Mary's Church, sharing our aims and objectives and committed to our vision and values</p>

## ADDITIONAL INFORMATION:

- o This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post.
- o The appointment will be subject to obtaining Enhanced DBS clearance.
- o The post-holder is required adhere to all relevant statutory regulations regarding health and safety, fire procedures, confidentiality, COSHH.
- o There is a Genuine Occupational Requirement (GOR) that the post holder is a practising Christian.
- o You will receive appropriate training to assist with your ongoing personal development for this role.

James Kennedy

**Vicar of Chipping Norton  
& Team Rector of Chipping Norton Benefice**

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