



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Accountability:</b>	<b>Church Operations Manager</b>
<b>Hours:</b>	<b>16 hours</b>
<b>Workplace:</b>	<b>PBC offices Banstead Road, Purley</b>
<b>Primary purpose:</b>	<b>To assist the Treasurer with managing the finances.</b>
<b>Salary:</b>	<b>£22,000 - £25,000 FTE depending on experience.</b>

### **SUMMARY**

Purley Baptist Church is looking for a Finance Officer to join the staff team on a voluntary or paid basis. This role is a flexible position, requiring 16 hours work per week based at the Purley Baptist Church Office but with flexibility to work from home for some of the time.

The right candidate will have relevant bookkeeping experience, excellent interpersonal skills, attention to detail, and will be numerate with good IT skills. Experience of using 'QuickBooks' online bookkeeping software would be an advantage. The candidate will need to be comfortable working in a church environment but does not have to be a practising Christian.

### **KEY RESPONSIBILITIES**

- Prepare all items for payment, either directly or after further approval by the Treasurer
- Enter all items of income and expenditure on to the QuickBooks online accounting system
- Ensure bank accounts are reconciled on a monthly basis
- Provide information as necessary to the Treasurer to enable the management accounts to be prepared
- Maintain the petty cash records
- Maintain gift aid records and submit returns on a regular basis
- Address sundry queries
- Maintain the fixed asset schedule
- Prepare cash/cheques and deposit book for banking
- Be part of rotas for offering count and banking cash and cheque receipts

## **PERSON SPECIFICATION**

### **Experience:**

- Relevant bookkeeping experience with a proven track record of dealing with financial tasks as outlined in key responsibilities (Essential)
- Experience working in a team (Desirable)
- Previous experience in a church or charity setting (Desirable)
- Previous experience using QuickBooks online (Desirable)

### **Skills:**

- Able to multi-task
- Excellent interpersonal skills
- Numerate and have good IT skills (including using Windows 10 and Microsoft Office and/or Microsoft 365)
- Excellent time management with the ability to meet tight deadlines
- Attention to detail and accuracy

### **Personal:**

- Motivated
- Planned
- Adaptable
- Focused
- Inquisitive

### **Likely team roles:**

- Specialist: Brings in-depth knowledge of a key area to the team
- Monitor evaluator: Provides a logical eye, making impartial judgements where required and weighs up the team's options in a dispassionate way
- Completer finisher: Scrutinised work for errors, polishes and perfects.