



Purley Baptist Church, Banstead Road, Purley CR8 3EA

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Charity Number 1132285 Company Number 7033844

FINANCE OFFICER JOB DESCRIPTION

Location Church Office, Purley

Part Time 16 hours a week

Salary £12,000 per annum (£30,000 Full Time Equivalent)

Are you interested in being our Finance Officer? We are seeking a highly organised and detail-orientated Finance Officer to support the financial operation of our church.

The Finance Officer undertakes bookkeeping and other financial tasks and serves as a primary point of contact for staff, volunteers and contractors on administrative financial issues. If you are a qualified or part-qualified bookkeeper we would like to hear from you. As an experienced financial administrator with a proven track record in multi-tasking, you will work alongside our medium-sized staff team and committed volunteers.

You will need to be comfortable working in a church environment but you do not have to be a practising Christian.

The Role Includes

- Checking and making payments
- Entering items of income and expenditure on to the QuickBooks online accounting system
- Ensuring bank accounts are reconciled on a monthly basis
- Providing information as necessary to the Treasurer to enable the management accounts to be prepared
- Maintaining the petty cash records
- Maintaining gift aid records and submit returns on a regular basis
- Addressing sundry queries
- Maintaining our fixed asset schedule
- Preparing cash/cheques and deposit book for banking
- Being part of rotas for offering count and banking cash and cheque receipts
- Providing monthly actuals v budget information to budget holders

About You - Key Skills Include

- Bookkeeping experience with a proven track record of dealing with financial tasks as outlined in key responsibilities
- A bookkeeper accounting qualification – for example qualified or part qualified AAT
- Ability to multi-task

- Excellent interpersonal skills
- Numerate and have good IT skills (including using Windows 11, Microsoft Office and Microsoft 365)
- Excellent time management with the ability to meet tight deadlines
- Attention to detail and accuracy

Our Culture, Values & Benefits

We support our staff by promoting a positive work-life balance. This includes an inclusive working environment, weekly supportive and informative staff meetings, access to training and development, generous annual leave, a non-contributory workplace pension scheme (8% of salary), cycle to work scheme and eye test vouchers.

We are a multi-cultural church and staff team. The Purley Baptist Church vision is: Building Authentic, Courageous, Generous Christian Community. Further information about our beliefs and values is available at www.purleybaptist.org/about.