Finance Administrator Role at St Mary's Church Fetcham

About Us

St Mary's Church Fetcham is a lively and friendly church, passionate about loving Jesus, and about demonstrating the love of Jesus to our wider community. We strive to be a church where all are welcome and we work hard to create links into the wider community, to respond to local need, and to demonstrate the love of Jesus in a way that is compelling and authentic. We have a vibrant and creative staff team at St Mary's. Working alongside the Rector, we have an Associate Minister (who is also Pioneer Community Worker), a part-time Children and Families Worker, a full-time Youth Worker, an Operations Manager and a Parish Administrator.







Background

We are seeking a skilled Finance Administrator to lead the day-to-day finance function, deliver high quality reporting, and steward resources for whole church impact in our community. We are a church where our ministry activities and community outreach have expanded substantially over the last couple of years. This has had quite an impact on our financial and accounting activities. We have introduced the Parish Giving Scheme for regular giving and card reading devices to assist the collection of donations. This year we have implemented a new Expenseplus accounting system. This is a package specifically designed for churches to deal with fund accounting and the generation of statutory returns and Church of England returns. For the payroll for our five employees, we use the HMRC Basic Tools Application.

Until now the Church Treasurer has run all the finance activities. With the growth of the church there is now a need to for another member of the staff team to take over the running of the accounting system and the generation of the management and statutory financial reports. We are now looking for a new Finance Administrator to join our friendly team.

Objective

To ensure proper books of account are maintained by ensuring all financial transactions are processed correctly and properly accounted for and the required financial reports are provided to meet both management and statutory requirements.

Finance Administrator Role Description

Employer:	The Finance Administrator is employed by St Mary's PCC
Full time / Part time	Part time. (This is a permanent post subject to the completion of a satisfactory 3 month probationary period)

Hours:	8 to10 hours per week with 56 hours of paid holiday per annum (The work can be phased as appropriate)
Salary:	The annual salary will pro rate based on a full time annual salary for 35 hours per week in the range £30,000 to £33,000. We provide a workplace pension scheme
Place of work:	We offer a flexible and friendly hybrid working environment. This role is suitable for remote working with some office based work for induction purposes and to attend meetings. The work schedule is to be agreed in discussion with the Treasurer. A laptop and mobile phone will be provided to facilitate remote working.
Line Manager:	For administration purposes the role will report to the Rector but for line management it will report to the Treasurer, who is responsible to the PCC for the financial running of the church.

Key Responsibilities:

Run the church accounting system, Expense Plus, which includes:

- Maintaining the system for changes in accounting and reporting requirements.
- Ensuring all Expense Plus transactions are properly processed, including purchases, sales invoices, payroll, donations, expense claims, cash deposits, sumup, bank and credit card transactions.
- Producing quarterly management financial reports.
- Annually producing statutory financial reports (Sofa) and the annual Church of England financial return.
- Producing the Gift aid claims for donations made by named givers outside the Parish Giving Scheme.
- Producing the GASDS (Small cash collections) gift aid returns.

Other responsibilities:

- Running the monthly payroll including the setting of pension contributions and payments on the pension provider website.
- Raising invoices for weddings and funerals.
- Producing the quarterly returns to the Diocese for wedding and funeral fees.
- Set up any new campaigns on the Give a Little application for the Payaz and CollectTin devices.
- Liaising with the Treasurer to ensure payments are made promptly.
- Assisting in the preparation of the annual budgets.
- Assisting with ad hoc finance related activities.
- Supporting the Treasurer in their responsibility for the financial control, accounting and financial reporting for the PCC.

The functionality of the new Expense Plus system enables very efficient processing of transactions especially with the automatic matching facilities. Expense claims, credit card transactions and sales invoices are input by employees.

Skills and Experience

Essential Skills	• Proven bookkeeping knowledge and practical experience using professional accountancy software packages. • Robust IT proficiency, including a strong working knowledge of Microsoft Office packages, accounting software and spreadsheets. • Exceptional attention to detail, to guarantee data accuracy and compliance. • Strong organisational skills to balance competing priorities, manage workloads independently, and consistently reach deadlines. • High level of numeracy with the ability to compile, analyse, and produce accurate statistics. • Excellent interpersonal skills with the ability to respond to queries in a calm, helpful, and positive manner. • Genuine commitment to supporting and upholding the church's Christian ethos and values.
Desirable Skills	• A recognised bookkeeping or accounting qualification (such as AAT, ICB, IAB, or equivalent experience). • Proven experience of running a payroll, including handling HMRC submissions, pensions, and year end processes. • Strong experience in charity accounting, with a specific focus on church funds, restricted/unrestricted funds, and Gift Aid claims. • A solid understanding of and familiarity with church life, culture, and structures to effectively support the parish and its mission.

Job Application – Finance Administrator at St. Mary's Church

POST: FINANCE ADMINISTRATOR	
SURNAME (Capitals):	**OTHER NAMES IN FULL:**
ADDRESS: **Postcode:**_____ **Email:** _____	**TELEPHONE:** **Work:** _____ **Home:** _____ **Mobile:** _____

REFERENCES

Please give names of two referees (*Please obtain their permission)*

Name:
Address: **Email:**
Occupation:

Name:
Address: **Email:**
Occupation:

PRESENT EMPLOYER: May we approach for reference now? *Please circle* **YES / NO** **Name:**
Address: **Email:**
Occupation:

EDUCATIONAL AND TRAINING DETAILS

Secondary Schools attended	From	To	Details of subjects & examination results

College and/or University	From	To	Details of examination results and qualifications held

Please list any other diplomas or qualifications, with dates, giving classifications where appropriate.
Please list any training you have attended that is relevant to the post.

Membership of Professional bodies

EMPLOYMENT DETAILS

PRESENT APPOINTMENT

(Please give details of your present/latest appointment)

Present/latest employer:	Type of business:
Address:	Starting date:
	Leaving date:

Job Title:	Duties/responsibilities:
What period of notice would you be required to give:	Reason for leaving

PREVIOUS APPOINTMENTS

(Please state what you have done in the course of your career, in reverse chronological order)

Dates		Name & Address of employer	Position held	Brief description of responsibilities	Reasons for leaving

(Please continue on separate sheet if necessary)

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please outline your reasons for applying for this post

Please give details of any other qualifications, skills or experience you feel are relevant to your application
(Continue on separate sheet if required)

Do you hold a current driving licence? Please circle YES / NO
Do you have the right to live and work in the UK? Please circle YES / NO The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.
Where did you see this post advertised?
When would you be available to start?

DECLARATIONS

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

In addition, the post you are applying for is a regulated activity with children and vulnerable adults. All applicants will be required to undergo an appropriate DBS check via the Disclosure and Barring Service. If you have been barred from undertaking regulated activity with children or vulnerable adults, you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and the circumstance and background of the offence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

Have you at any time been convicted of an offence, spent or unspent?

*YES / NO *Delete as appropriate

Have you ever received any cautions, reprimands, final warnings or convictions?

*YES / NO *Delete as appropriate

PROFESSIONAL CONDUCT

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? *YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? *YES / NO *Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? *YES / NO *Delete as appropriate

If you have answered YES to any of the above questions, please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

GENERAL DATA PROTECTION REGULATIONS

Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a PCC we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further, and new, obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to):

Type of data	**Why we wish to hold it**	**How long it will be kept for**
Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement.	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months. If a job offer is made, a more comprehensive GDPR consent form will be issued.

Agreement to use my data

I hereby freely give *St Mary's Fetcham* consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our PCC is Jo Evans and I can contact them directly if I have any questions or concerns. Their e-mail address is jo@stmarysfetcham.org.uk

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name _____

Signed _____

Date: _____

Declaration

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed "not fit" to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed: _____ **Date:** _____

Please note here any other employment that you would wish to continue with if you were to be successful in obtaining this role.

Return this form to:

Jo Starke

St. Mary's Operations Manager

jo@stmarysfetcham.org.uk