

Church Office, Church Rooms, The Avenue, Combe Down, Bath, BA2 5EE

Job Description – Finance Officer

Job title:	Finance Officer
Hours	15 hours a week (equivalent of 2 working days)
<i>Fixed working pattern to be agreed to suit candidate within the hours of Mon-Fri 9am – 5pm</i>	

Job purpose
To handle all aspects of the finances of the Church (other than high level strategic planning and presenting to the Church Family) for Combe Down PCC, Holy Trinity Trust and Firs Field Trust

Source and nature of management provided
Operations Manager in consultation with the PCC Treasurer

Main duties	Responsibilities
1. Input all income and expenditure in the accounting system (Sage)	Records to be accurate and up to date
2. Raising invoices and making payments for hall letting; purchasing of goods and services	Payment and invoicing to be timely and prompt. Ensure all key financial controls are followed including the initiation and authorisation of purchase payments
3. Monthly reconciliation of bank balances	Report to the Treasurer monthly
4. Prepare month end management accounts	Timely management accounts to the Treasurer monthly and any other information they require
5. Assist budget holders to monitor spending against their budgets	Produce agreed budget reports
6. Running an annual pledge scheme for church members giving	To maintain the confidentiality of records
7. Reclaiming Gift Aid on all eligible donations	To reclaim gift aid promptly and in accordance with current Gift Aid and VAT legislation
8. To make a VAT return on behalf of the Trinity Trust	To ensure Trinity Trust is compliant with VAT legislation and payments and refunds are up to date.
9. Point of contact for payroll and pension provider	To keep staff records for payroll and pension up to date. Including leave calculations.

10. Managing office petty cash system	To issue accurate instructions to petty cash holders. To arrange timely top-up of petty cash as requested. To regularly monitor petty cash.
11. Controlling the use of the Church credit card	To ensure it is held securely and that a proper account trail is maintained when used.
12. Maintaining a register of assets	To be up to date and accurate and to conduct an annual review. To ensure depreciation is correctly applied as instructed.
13. Support the assistant Treasurer in the role of counting and banking cash donations	To provide clear job instructions, to carry out occasional formal checks.
14. Providing value-for-money reporting and recommendations on technology, telecoms, insurance, utilities and other running costs	To establish a systematic review system for contracts in conjunction with the Operations Manager.
End of Year Accounts	
15. Supporting the Treasurer in preparing the Annual Budget for PCC approval	Support colleagues in constructing their budgets. To meet the timetables specified by the PCC Treasurer and the Treasurer of Trinity Trust.
16. Preparing records for the annual examination of <ul style="list-style-type: none"> a. The Church Accounts b. The Holy Trinity Trust accounts c. Firs Field accounts 	In conjunction with external auditors.
<i>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</i>	