

**Role: Finance Officer**

**Employer: Combe Down Parochial Church Council (PCC)**

Holy Trinity & St. Andrew's Community Church are seeking a Finance Officer to join our team. This is a well-rounded role working with an industry wide package in a friendly office.

Hours: 15 per week

Salary: £22,975 per annum pro rata + pension contribution

Leave: 6.6 weeks (inc. public holidays) pro-rata

Our Finance Officer has month end, quarter end & year end duties, particularly; preparation of the annual budget; preparation of annual accounts for PCC & for Holy Trinity Trust (HTT), for the Trust there is a VAT return.

Book keeping tasks include; maintaining Gift Aid records & claiming gift aid repayments; reconciling bank accounts, issuing and recording invoices & payments from lettings & suppliers, recording inventory, maintaining accurate staff records for payroll & pension providers, making pension payments, managing petty cash transactions & payment of expense claims to staff.

You will have;

- AAT qualifications or equivalent or proven accounts experience.
- Experience in using Sage 50 Plus or similar accounting packages
- Excellent Microsoft Excel skills.

You will be supported in the role by the PCC Treasurer and the Chair of HTT. In addition, there is an online support package from Sage.

Our employees are required to respect the Christian values. For a full job description and details of how to apply go to [www.htcd.church](http://www.htcd.church) or contact Liz Hume on [opsmanager@htcd.church](mailto:opsmanager@htcd.church) tel. 01225 835835. Church Rooms, 2a Avenue Place, Combe Down, Bath, BA2 5EE.

**Closing Date: 31 August 2017**

*HTCD does not hold a sponsor licence to employ someone from outside the European Economic Area and Switzerland to work in the UK*