



Holy Trinity  
Combe Down



St Andrew's  
Community Church

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

## Job Description: Finance Officer (Maternity Cover)

<b>Job purpose</b>	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
<b>Hours</b>	20 hours per week (fixed working pattern to suit within Monday to Friday, 9am – 5pm)
<b>Employed by</b>	Combe Down Parochial Church Council (PCC)
<b>Responsible to</b>	Operations Manager & Treasurer
<b>Salary</b>	<b>Salary:</b> £23,903 FTE + pension contribution
<b>Annual leave</b>	33 days (inc. public holidays) pro-rata

Main duties	Responsibilities
1. Input all income and expenditure in the accounting system (Sage)	<ul style="list-style-type: none"> <li>Records to be accurate and up to date and recorded to the correct entity above</li> </ul>
2. Raising invoices and receiving payments for hall letting; purchasing of goods and services	<ul style="list-style-type: none"> <li>Payment and invoicing to be timely and prompt.</li> <li>Ensure all key financial controls are followed including the initiation and authorisation of purchase payments</li> </ul>
3. Monthly reconciliation of bank balances	<ul style="list-style-type: none"> <li>Report to the Treasurer monthly</li> </ul>
4. Monthly review of balance sheet and Income and Expenditure account	<ul style="list-style-type: none"> <li>Timely monthly information the Treasurer with any other information they require</li> </ul>
5. Assist budget holders to monitor spending against their budgets	<ul style="list-style-type: none"> <li>Produce agreed budget reports from Sage</li> </ul>
6. Record the return from Church Members on their giving	<ul style="list-style-type: none"> <li>To maintain the confidentiality of records</li> </ul>
7. Reclaiming Gift Aid on all eligible donations through the Sage system	<ul style="list-style-type: none"> <li>To reclaim gift aid promptly and in accordance with current Gift Aid legislation</li> </ul>
8. To make a VAT return on behalf of the Holy Trinity Trust	<ul style="list-style-type: none"> <li>To ensure Trinity Trust is compliant with VAT legislation and payments and refunds are up to date.</li> </ul>
9. Point of contact for payroll and pension provider	<ul style="list-style-type: none"> <li>To keep staff records for payroll and pension up to date and ensure payments are made promptly</li> </ul>
10. Managing office petty cash system	<ul style="list-style-type: none"> <li>To issue accurate instructions to petty cash holders. To arrange timely top-up of petty cash as requested. To regularly monitor petty cash.</li> </ul>
11. Performing a monthly reconciliation of the Church credit card	<ul style="list-style-type: none"> <li>To ensure proper authorised documentation is received from all card holders</li> </ul>

12. Maintaining a register of assets	<ul style="list-style-type: none"> <li>To be up to date and accurate and to conduct an annual review. To ensure depreciation is correctly applied as instructed.</li> </ul>
13. Support the assistant Treasurer in the role of counting and banking cash donations	<ul style="list-style-type: none"> <li>To provide clear job instructions, to carry out occasional formal checks.</li> </ul>
14. Support the Operations Manager in reviewing contracts for running costs such as power	<ul style="list-style-type: none"> <li>To establish a systematic review system for contracts in conjunction with the Operations Manager.</li> </ul>
<b>End of Year Accounts</b>	
15. Supporting the Treasurer in preparing the Annual Budget for PCC approval	<ul style="list-style-type: none"> <li>Support colleagues in constructing their budgets.</li> <li>To meet the timetables specified by the PCC Treasurer and the Treasurer of Holy Trinity Trust.</li> </ul>
16. Preparing records for the annual examination of <ol style="list-style-type: none"> <li>a. The Church Accounts</li> <li>b. The Holy Trinity Trust accounts</li> <li>c. Firs Field accounts</li> </ol>	<ul style="list-style-type: none"> <li>In conjunction with external auditors.</li> </ul>
<p><i>You may also be required to undertake other duties of a similar nature as reasonably required by your line manager</i></p>	

*HTCD is a Christian organisation and, as an employee, you will be required to respect Christian values. Applicants must be eligible to work in the UK.*

Holy Trinity, Combe Down, Bath is a registered charity no 1129554