



Union Baptist Church
The HUB • High Wycombe



Job Description

Job Title:	Finance Assistant (Permanent Contract)
Location:	Union Baptist Church, High Wycombe
Hours:	10 hours per week
Salary:	£7,322 per annum (£27,456 Full time equivalent)
Reports to:	Church Operations Manager

Summary of the role

To maintain and keep up to date the management of the church's finances, and in particular, use the ExpensePlus financial system, to manage income and expenditure and maintain good financial record keeping. To assist the Treasurer in providing regular reporting to Trustees. To ensure the careful management of cash. To administer financial processes relating to HUB room hire.

To discharge these responsibilities in collaboration with the church leadership, volunteers and Hub staff.

Main Duties

Income

- Management of donations and legacies received
- Manage the process for the receipt, safekeeping, banking and reconciliation of cash/cheques received, including from Viata Noua, offertory box, and any other church groups taking income.
- Management of online giving/payments through Stripe and GoCardless, and via the Goodbox
- Invoicing of all room hire and related income, including regular checks to ensure all room hire invoices have been issued and paid
- To assist with Gift Aid claims (working with the Gift Aid secretary)

Expenditure

- Management of purchase processes, including ensuring the right level of authorisation, checking of invoices, payment through online banking, good record keeping, and reconciliations
- Administer payments requested by the leadership, including checking and payment of expenses and various one off payments

Monitoring and Reporting

- To provide regular financial reporting data to assist the Treasurer in reporting to the Trustees, including monitoring of income and expenditure against budget, reporting on fund levels, and ensuring monthly bank reconciliation

Other

- Monitor and act on aged debtors and creditors
- As and when required, to run payroll, ensure appropriate pension contributions and HMRC payments are paid, and all relevant payroll information is uploaded to ExpensePlus
- To provide support to the Operations Manager and the Treasurer in liaising with the independent examiners/auditors for the preparation and examination of the annual accounts
- Carry out other reasonable tasks of a financial nature that you are asked to do

All the above to involve accurate record keeping on Expense Plus and, as appropriate, on the church filing system, including ensuring all receipts and payments are recorded to the correct fund and category.

All the above to be carried out in accordance with the church's financial policies and procedures.

Strict confidentiality must be maintained in relation to the finances of the church, particularly regarding individual donors.

Person Specification: Finance Assistant

Character - Essential

- To be in sympathy with Union Baptist Church's [Vision, Mission and Values Statement](#)
- To be an organised self-starter
- To be reliable and punctual
- To be methodical, have an eye for detail and be thorough
- To be a completer-finisher
- To be willing to learn
- To be flexible and a committed team player
- To be able to collaborate effectively with other staff and volunteers
- To be able to relate well to church members and external clients
- To be able to manage confidential tasks with integrity and discretion

Experience, Knowledge and Qualifications - Essential

- Experience of using financial systems, including basic bookkeeping
- English and Maths GCSE (minimum Grade C or equivalent)

Experience, Knowledge and Qualifications - Desirable

- Bookkeeping or accountancy certificate
- A Levels or above
- Knowledge of church or charity financial issues and systems, including funds and accruals based accounting
- Experience of using church or charity financial systems, ideally ExpensePlus
- Experience of assisting with the preparation of annual accounts including end of year adjustments
- Experience of running payroll systems
- Experience of using online banking systems in a charity or business environment

Skills - Essential

- Ability to build good relationships
- Good organisational skills
- Ability to think creatively when overcoming problems

- Ability to take the initiative
- The ability to organise their own time and prioritise their workload
- Proficiency in use of Excel
- General computer proficiency, including other MS Office applications and using online systems
- Good oral and written communication skills
- High level of numeracy
- Able to work in full compliance with UBC's safeguarding policy

Appendix: Church Profile

Union Baptist Church has the vision to see the town of High Wycombe transformed by God through a loving, serving, worshipping church community.

We are a Bible-based church which welcomes everyone and is committed to the faithful teaching of God's word as the authority for how to live our lives.

The church has around 180 members of very diverse social and ethnic backgrounds and we regularly see several hundred people come through our main building weekly.

Our newly-transformed buildings provide for the needs of the church community and also support our activities aimed at serving the town, which include ministries to the homeless, adults with learning disabilities, unemployed people, a Romanian speaking population, families and young people. In addition, we rent out our premises, so generating significant income.