**ST ANDREW’S PSALTER LANE CHURCH**

**Job title – Accounts Assistant**

**Reports to:** Church Co-ordinator

Also reporting to Honorary Treasurer on financial matters

**Job Purpose:**

1. **To administer the financial arrangements of the church** by the maintenance and operation of all appropriate procedures in order that the Ecumenical Church Council meets its responsibilities for proper financial control of its affairs.
2. **To provide administrative support to the Church Co-ordinator** and other role holders as necessary.

**Main duties/activities.**

The main duties involve:

1. To assist the Treasurer in dealing with the administration, control and reporting of all aspects of the church’s income and expenditure, by undertaking day to day duties which include cash receipts and banking, on-line banking administration, staff payments, purchasing, invoice auditing and payments and liaising with the independent examiner.
2. During working hours, to act as a point of contact for all enquiries and communications. To assist in ensuring the office systems and procedures are fit for purpose. To provide administrative support to other post holders, as necessary.
3. To attend meetings of the Property and Finance Committee and others as necessary.

**1.0 FINANCE ADMINISTRATION**

**1.1 Income and Expenditure Budgets**

In conjunction with the treasurer; to monitor income and expenditure monthly against budget for ensuring correct use and effective control of allocated funds including:

* At least quarterly, reconcile all income and expenditure and produce a balance statement for approval
* Check and report cashflow by estimating receipts and payments/commitments
* Allocate all receipts and payments to the nominal codes
* With the Treasurer, to report at least quarterly, but preferably monthly, income and expenditure, including any accruals and pre-payments, against budgets
* Assist the Treasurer in preparing end-of-year accounts, including any adjustments and final journals
* To work with the Treasurer and ECC Secretary to ensure the independent examiners requirements are met, liaise with the examiner and make all necessary end-of-year returns to appropriate controlling bodies, including denominations and the Charity Commissioners

**1.2 Receipts and Payments**

**1.2.1 Payroll**

To oversee the monthly payroll submission to the payroll agency to ensure correct payment, adjustments and coding for employers’ costs including:

* Make and record any authorised payroll adjustments for payment to employees
* Keep records of holiday entitlement and sick leave taken for each employee
* Check actual employee salary payments for accuracy, correct anomalies and charge to cost codes
* Obtain authorisation for salary payments and advise bank and employees
* Make payments to HMRC for PAYE and NI contributions
* When necessary, make annual returns of service, salary and additional contributions for each employee to the pensions administrator

**1.2.2 Cash**

To manage and account for cash and to manage its banking

* Ensure that all cash is counted by two people and recorded appropriately
* Bank cash regularly in conjunction with a church officer

**1.2.3 Invoicing**

To ensure all tenants, room and church hire bookings, and other income streams are invoiced, accurately and on time, and payments submitted to the bank.

Follow up any non-payments within an approved time limit.

**1.2.4 Church Giving**

To manage the donations of church members by

* Maintaining a register of givers created by the appropriate church volunteer
* Process online banking and church envelopes
* Manage GASDs small donations scheme
* Calculate gift aid on giving and submit returns to HMRC

**1.3 Purchase Ledger and Internal Control**

To maintain and operate the church’s purchasing procedures for materials and services and ensure internal control procedures are followed for payment of all invoices including:

* Place all authorised purchase requisitions with suppliers and costs to nominal purchase ledger codes
* Check and record all invoices against purchase orders and delivery notes, **ensure authorisation for payment if correct** and cost to nominal headings and accounts control
* Make and record authorised payments to suppliers within an agreed time scale

**1.4 Management Reporting and Analysis**

* To carry out monthly analyses for reporting and management control of the accounts as required by the Ecumenical Church Council and the Property & Finance Committee.
* Keep informed of financial rules and regulation updates and communicate to colleagues as necessary

**2.0 ADMINISTRATIVE DUTIES**

* Ensure thatall communications, such as post, emails and phone calls are dealt with appropriate and timely manner
* Supporting the caretaker with communications and preparation of hire documentation
* Supporting the Minister with communications and day to day Admin
* Supporting church members with ad-hoc admin requirements
* Ensuring **office supplies** are stocked or ordered
* Ensuring **computers are backed up and that security systems, software and hardware are up to date** and fit for purpose (desirable)

**3.0 MEETINGS**

* To attend meetings of the Property & Finance committee (normally held in the evening) and others when necessary
* As required, to act as Minute Secretary to the Property and Finance Committee.

**Additional:**

**To act in accordance with the ethos, policies and practices of St Andrews Psalter Lane Church.**

**This job description will be reviewed annually.**

**TERMS AND CONDITIONS**

* The Salary will be paid monthly in arrears
* **The normal working hours will be 8 hours per week**; these may be worked flexibly, but this is negotiable
* The job will be based in the Church Office
* There will be 5 weeks annual leave entitlement per year plus Bank Holidays (pro rata).
* There will be opportunities for relevant training
* All reasonable expenses will be reimbursed
* The appointment will be subject to the satisfactory completion of a six-month probationary period
* All employees are expected to undertake performance appraisals and annual reviews