

Finance Administrator

(12 hours per week)

The Finance Administrator is responsible for all finance administration on behalf of the Good Shepherd Mission church fellowship and outreach programmes.

Reports to Operations Director

He/she oversees the Mission's finances, maintaining appropriate financial records and supporting information for all income and expenditure (e.g. cash book and petty cash, PAYE, pension scheme, Gift Aid, donations, grants etc.); produces budgets and financial reports, and ensures compliance with charity and company law regarding the financial affairs of the Mission.

This includes the following tasks: -

Weekly

- Check for payments due through bank (e.g. any invoices received by post or email), and arrange payment of these by cheque, debit card or bank transfer).
- Reimburse staff/volunteers for expenses by cheque or petty cash payments on submission of receipts.
- Receive any income and keep in safe for banking later.

Monthly

- Bank all income received, including for GSM activity and building use charges, tuck income, plus any cash donations and grants.
- Staff salaries and pensions. Use HMRC 'Basic PAYE Tools' software to calculate staff pay, including tax and NI and pension deductions.
- Make online submission of payments to HMRC.
- Make any changes due to salary standing order amounts and set up payment to HMRC for tax and NI contributions in following month.

- Record all cash book, cheque, card and petty cash transactions on Paxton Charity Accounting package (accruals version desirable) and carry out bank reconciliations.
- Using Paxton's report functions, produce monthly budget variance reports for each area of outreach, and an overall budget variance report and balance sheet for the treasurer and operations director.
- Liaise with treasurer over any queries/issues that arise.
- Prepare (optional) payslips for staff.
- Pay staff monthly pension contributions to Aviva.

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Annually

January to March:

- Liaise with treasurer and operations director in producing an annual Mission budget (April-March) for all income and expenditure.
- Arrange annual external audit of accounts.
- Advise Aviva of changes in monthly pension contributions from April based on agreed budget.

March:

- Submit annual online return to Companies House.
- Song Pro licence renewal and online song reporting.

April:

- Liaise with independent examiners (Stewardship) of the Mission's accounts.
- Review Trustees' annual report, including summary finance report.
- Ensure audited accounts are approved by leadership team, signed off by auditors and submitted to Charity Commission and Companies House.
- Complete end of year PAYE returns and submit online to HMRC; issue end of year P60 forms to staff.
- Review deposit accounts (Aldermore and Cambridge) with treasurer, before maturing.
- Review insurance cover and pay annual insurance premium (Ansvar).

May:

- Calculate tax on Gift Aid donations and submit online tax repayment claim to HMRC.

August

- Submit online annual report to Charity Commission.

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Ongoing finance tasks not tied to a particular month:

- Liaise with staff and leadership team over routine receipts and payments, and for seasonal activities such as youth residential camps, church away days/week-ends and other occasional activities involving significant income or expenditure.
- Issuing assured shorthold tenancy agreements (includes rent due) to tenants of Mission flat, and monitoring rent payments;
- Review and develop policies and practices as needed, for example reserves policy, internal financial controls, pension policy.

Fund-raising

- Liaising with outreach staff about funding opportunities, applications and donor reporting. This will include providing support in drafting funding applications for both the on-going work of the Mission, for new initiatives and for capital building programmes as required.
- Sending thankyou letters/emails, acknowledging the receipt of donations (for regular donors on a yearly basis).

Any other administration tasks as required

- For example, being one of the staff at GSM responsible for processing Disclosure and Barring Service checks (checking documents and updating records).

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PERSON SPECIFICATION

In sympathy with the Christian ethos of the Good Shepherd Mission.

Qualifications

Relevant qualification in book keeping/accounting

Experience

Preparing and recording payments by cheque and petty cash
Using an accounts package such as Paxton Charity Accounts
Processing salary and pension payments and reporting to HMRC
Arranging insurance cover
Processing Gift Aid donations
Banking income received and withdrawing petty cash
Preparing budgets and reporting
Reporting to Companies House and to the Charities Commission
Preparing fund raising bids and donor reporting
Liaising with staff and other stakeholders