

Finance and Funding Administrator (20 hours per week)

Starting Salary: £14,279

Aims to advance the gospel mission of the Good Shepherd Mission by ensuring accurate and effective management of organisational finances as well as developing additional resources through administration of ongoing fundraising campaigns. Additional operational responsibilities could be added if a qualified applicant with corresponding experience seeks a full time position.

JOB DESCRIPTION

Reports to the Treasurer who is a member of the team of Trustees who oversee The Good Shepherd Mission (GSM).

The Finance Administrator is responsible for all finance administration on behalf of the GSM church fellowship and mission hub activities. They oversee the Mission's finances, maintaining appropriate financial records and supporting information for all income and expenditure (eg cash book, 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.

KEY RESPONSIBILITIES

Weekly

- Check for payments due and arrange payment of these by debit card or bank transfer.
- Reimburse staff/volunteers for expenses by BACS payments on submission of receipts.
- Receive any income.

Monthly

- Bank all income received, including cash donations and grants.
- Staff salaries and pensions. Use QuickBooks Payroll software to calculate staff pay, including tax, NI and pension deductions.
- Record all cash book transactions on Quickbooks and carry out bank reconciliations.
- Produce monthly budget variance reports for each area of church and mission activity, and an overall budget variance report and balance sheet for the Leadership Team.
- Liaise with the Treasurer over any queries/issues that arise.

Annually

January to March

- Liaise with the Treasurer and Senior Staff Team in producing an annual Mission budget (April-March) for all income and expenditure.
- Calculate tax on Gift Aid donations and submit online tax repayment claims to HMRC quarterly.
- Advise pension provider of changes in monthly pension contributions from April based on an agreed budget.
- Review Mission's business risk assessment and bring it to the Leadership Team for consideration.
- Submit Confirmation Statement to Companies House.
- Review savings accounts interest and renewal with the Treasurer.

April to May

- Review insurance cover and pay annual insurance premium.
- Complete end of year PAYE returns and submit online to HMRC.
- Update tax code of staff and issue their end of year P60 forms.
- Liaise with independent examiners and submit required documents during accounts examination of the Mission's accounts.
- Write a summary finance report for the Trustee annual report.

July

- Ensure audited accounts are approved by the Leadership Team and signed off by auditors.

August to September

- Prepare the audited annual accounts from independent examiners for the AGM.
- Submit Annual Accounts and Annual Return to Charity Commission.
- Submit Annual Accounts to Companies House.

Ongoing finance and administrative 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, church away days/weekends and other occasional activities involving significant income or expenditure.

Issuing assured shorthand tenancy agreements (including rents due) to tenants of the Mission flat, and monitoring rent payments.

Review and develop policies and practices as needed eg reserves policy, internal financial controls, pension policy.

Complete essential office administrative tasks as required, i.e. ordering supplies, maintaining subscriptions and licences, and organising appropriate files and records.

Fundraising

Coordinating new funding opportunities, applications and donor reporting for GSM. This will include drafting and finalising funding applications for the on-going work of the Mission, researching new grants and funding initiatives, and coordinating capital building programmes as required. Other Funding Administrator Responsibilities include:

- Researching potential sponsors.
- Writing funding proposals and sending these to potential sponsors.
- Developing new and imaginative fundraising events.
- Maintaining records of sponsors.
- Organising campaigns that will lead to donations.

Any other finance administration tasks as required.

Attend relevant training as required (eg with Stewardship, HMRC, Pension Regulator)

Attend regular staff meetings and work collaboratively with the team.

PERSON SPECIFICATION

Essential

In sympathy with the Christian ethos of The Good Shepherd Mission

Ability to work confidentially

Integrity

Accuracy

Attention to detail

Strong self-management

Ability to keep to priorities

Clear communication and ability to communicate information to non-finance staff

Desirable:

Willing to join the Good Shepherd Mission as a church member.

Experience in a fundraising position.

Creativity and persuasion skills.

Event organisation (of a fundraising activity)

Qualifications

BSc or BBA degree in Accounting, Finance or relevant field

2+ years of hands-on experience in finance and administration

Advanced MS Excel skill

Experience

- Preparing and recording payments
- Using an accounts package such as Quickbooks
- Processing salary and pension payments and reporting to HMRC
- Arranging insurance cover
- Processing Gift Aid donations
- Banking income received including handling cash deposits
- Preparing budgets and monthly financial reports
- Reporting to Companies House and The Charity Commission
- Preparing fund raising bids and donor reporting
- Liaising with staff and other stakeholders
- DBS ID checker for volunteers and staff