

## **Finance Administrator**

<b>Hours</b>	Part time, 0.2 FTE (1 day per week), hours can be worked flexibly
<b>Salary range</b>	£22,000–24,000 p.a. pro rata, plus 5% of gross salary towards a personal pension scheme
<b>Job status</b>	Fixed term, renewable after one year
<b>Holidays</b>	Holiday entitlement is 28 days paid annual leave, pro rata (5.6 days per year)
<b>Role</b>	Manage and oversee Melton Vineyard finances and prepare accounts for external examination
<b>Location</b>	Can work from home anywhere in the UK or in the church office as preferred
<b>Deadline</b>	Completed job application form with covering letter must be received by Friday 30 December, 2022

### *Background*

Melton Vineyard is a medium-sized church with a Christian ethos and purpose at its heart. The organisation has an average annual income of £300k (includes donated goods).

### *Role description*

To administer Melton Vineyard finances in conjunction with the Church Administrator and Storehouse Administrator. To report to the Senior Pastors and trustees of Melton Vineyard and be responsible for ensuring all financial records are accurate and up-to-date. The candidate must be willing to carry out a variety of tasks at different levels and to attend trustee meetings as needed (via Zoom or in person).

### *Principal responsibilities*

- Reconcile accounts on a weekly basis
- Prepare management reports as required
- Prepare accounts for annual examination by external auditors
- Management of giving, Gift Aid and associated bank accounts
- Prepare annual summary of giving for church members
- Process expenses claims and pay bills
- Maintain asset register

### *Essential*

1. Able and fully willing to respect the vision, values and ethos of Melton Vineyard church

2. Able to reconcile bank accounts and investigate differences on accounts
3. Previous experience in financial admin, including preparing accounts for external audit
4. Able to work with others, contribute ideas and receive feedback
5. Willing and able to cope with changes and demands of the job
6. Experience of working with QuickBooks or similar online accounting system
7. Reasonable Excel skills and experience
8. Part qualified in accounts management or qualified by experience
9. Able to maintain confidentiality with respect to all aspects of church and individuals' finances
10. Able to work remotely and connect effectively using Zoom.

*Desirable*

1. Experience of finances within a church context
2. Experience of preparing gift aid returns

*Reports to*

Neal Swettenham, Senior Pastor

*Hours of work*

7.5 hours per week

This job description will be regularly reviewed to ensure that it is an accurate representation of the post.

Application form and covering letter to be sent to  
[neal@meltonvineyard.org.uk](mailto:neal@meltonvineyard.org.uk)

**Closing date for applications: Friday 30 December 2022**

*As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses data and to meeting its data protection obligations. Our Privacy Policy can be found on our website under Policies.*