



PARISH OF ST. PETER'S
HALLIWELL, BOLTON
KNOWING CHRIST AND MAKING HIM KNOWN

JOB DESCRIPTION

PARISH FINANCE OFFICER

Title	Parish Finance Officer
Responsible to	Parish Treasurer and Parish Business Manager
Work location	St Peter's Parish Centre
Hours of Work	Part time: 18 hours per week
Salary	£26 - £28k pro-rata, depending on experience

OVERALL PURPOSE OF THE POST

To assist the Parish Treasurer to provide accurate and timely financial records for the Parish and to provide a reliable support for the Parish Business Manager as required in line with the parish vision of St Peter's Church Halliwell.

MAIN DUTIES

- Learn, utilise and maintain the Parish Finance Paxton accounting system to record all appropriate financial transactions, upload all invoices and receipts and generate appropriate reports on request.
- Learn and utilise all the online banking systems in order to obtain information in a timely manner.
- Set up online payments and bank transfers for authorisation by the Treasurer, Parish Business Manager or any other authorised person. Authorise payments when required.
- Record income and expenditure against the approved budgets identifying and reporting any issues of concern.
- Collate, administer and maintain a structured record of voluntary donations together with details of their Gift Aid status. Run gift aid schedules as required during the year.
- Manage the weekly banking of all cash and cheques for St. Peter's Church and the Parish Office.
- File Weekly Giving envelopes for St Peter's Church and ensure appropriate retention.
- Issue invoices and receipts for Parish Centre and Church bookings as appropriate.
- Download Sum Up income for contactless machines at church and the Parish Centre and record on Paxton.
- Download Payroll giving via platforms such as Charities Trust and CAF, and enter on Paxton.

- Download all on-line donations via the CAF giving platform and enter on Paxton.
- Monitor the day-to-day administration of petty cash. Support user groups with their petty cash and expenditure and income records.
- Process staff and volunteer expense claims.
- Maintain structured records of payments and expenses incurred by, or on behalf of, St. Peter's Halliwell Parochial Church Council (PCC).
- Assist the sister churches with BACS and invoice trails as required.
- Manage accruals and appropriate reversals on Paxton at the end of the financial year alongside preparing the accounts to be sent to the accountants for review.
- File all financial records for each year and retain for the appropriate length of time.
- Set up staff salary and HMRC payments each month and issue pay slips to staff, as required. Enter details of salaries, PAYE, National Insurance and pension payments into the Paxton accounting system.
- Undertake reconciliation of bank statements against recorded income and expenditure on a regular basis as agreed with the Parish Treasurer.
- Assist in the preparation of budgets in conjunction with the Parish Treasurer.
- Prepare income and expense reports in conjunction with the Parish Treasurer.
- Conduct cost and efficiency analysis and reviews in conjunction with the Parish Treasurer.
- Liaise with the Clergy, Wardens, Parish Treasurer and members of the PCC as required.
- To deputise for the Parish Business Manager in their absence by supporting user groups and facilitating the smooth running of processes and systems across the St. Peter's Campus (Parish Centre and Church).
- Provide a friendly and welcoming service when in the office, answering queries as appropriate.
- Undertake other duties as considered appropriate by the Church Wardens, Parish Treasurer or Parish Business Manager when reasonably requested.

PERSON SPECIFICATION

- Should be a committed Christian.
- Membership of one of the four churches in St Peter's parish is desirable.
- Should be in sympathy with and support the parish vision.
- Strong administrative and organisational skills with an ability to plan work in order to meet specified deadlines and requirements.
- An ability to use one's initiative and to provide suggestions and support for improving the role as it develops.
- Must have demonstrable competence in the Microsoft Office Suite, including Excel, and be familiar with the concept of fund accounting. Knowledge of Paxton charity accounting software is highly desirable.
- Must have strong literacy and numeracy skills and a keen eye for detail.
- Ability to communicate well and to relate to a range of people and situations.
- Ability to work in a team and with volunteers when appropriate.

- Ability to research, locate, select and analyse information to support decision making and audit compliance.
- Integrity and maintenance of discretion and confidentiality in all aspects of the role.
- High degree of enthusiasm, self-motivation, honesty and reliability.

The appointment is subject to the successful candidate obtaining a clear DBS Check.

NOTE: This Job Description does not form part of your Contract of Employment.