

Trinity Churches Job Description

Job Title: Finance Officer

Job Location: Meole Brace, Shrewsbury, based In the Trinity Centre

Hours: 10 hours per week

Pay: £9.11 per hour

Accountable to: The Operations Manager

PURPOSE: Working with others to ensure good stewardship of the church finances

OBJECTIVE: To record and monitor all financial transactions and actively manage the church's day to day finances to allow the church to fulfil its vision

KEY TASKS:

1. Ensure all monies received are correctly counted and banked
2. Pay invoices and expenses
3. Accurately record all receipts and payments on the accounting system and maintain the church's computerised accounting system including the sales ledger
4. Prepare monthly bank reconciliations
5. Raise invoices for services provided by Trinity Churches and chase payment
6. Manage payroll processing
7. Maintain and orderly accounting filing system
8. Provide any clerical and administrative support as requested

Person Specification

Experience

Essential

Experience of basic accounting systems including sales ledger

Computer literate and familiar with Microsoft Office, e-mail, internet

Ability to accurately record data and with an eye for detail

Aptitude for numbers

Good written and verbal skills with administrative experience

Be discreet and trustworthy

Desirable

Appropriate bookkeeping qualifications

Knowledge of QuickBooks accounting package

Key Qualities

Ability to remain calm under pressure and work in a busy office environment

Ability to work as part of a team and under their own initiative

In sympathy with the vision and ethos of Trinity Churches

FACILITATING AND REVIEW PROCEDURES:

The post holder will

Meet regularly with their team leader at Trinity Churches

Seek other opportunities to develop in the role

Terms of Appointment:

The job description, terms and conditions and role will be reviewed annually