

**Our purpose is...**

**...to bring hope to all people through  
the good news of Jesus Christ**

## Hope Finance Administrator

### Context

Hope Chapel is a church of approx. 250 adults and children, located in Hotwells, Bristol, with members from all over the city and greater Bristol region. We're actively involved in the life of the city through jobs, communities, households and families. Our Finance Administrator is an important member of the staff team.

### Job Description

The following points describe the main regular features of the role:

- Enters all transactions from bank statements into book-keeping software each month.
- Oversees payment of bills, e.g. utilities, insurance, Congregational Federation
- Balances petty cash at end of the month and enters petty cash report into book-keeping system
- Oversees different bank accounts
- Liaises with payroll (outsourced) and pays salaries, pensions, tax, NI
- Is aware of correct monthly financial transactions, and spots any discrepancies
- Completes and submits Gift Aid claims
- Prepares files for AGM
- Handles finances for one-off events, e.g. church weekend away
- Produces monthly reports from book-keeping software for Treasurer.
- Prepares files and reports and delivers to accountants for preparation of annual accounts.
- Liaises with Treasurer on a regular basis and agrees spending authorisation limits.
- Oversees petty cash and bank branch visits

### Person Specification

- Trustworthy with handling finances
- Discreet
- A self-starter: uses initiative under authority
- Organised, efficient; pays attention to details
- Has experience handling finances (paid/voluntary)
- Highly numerate
- Proficient with Microsoft Excel
- Familiar with workings of a church such as tithing and charitable giving

### Contract

- 5 hours per week with initial mutual 3 month trial period
- £14 per hour

### Applications

Applications to [office@hopechapel.co.uk](mailto:office@hopechapel.co.uk) by 31<sup>st</sup> July including: CV, covering letter explaining relevant experience and suitability for the role, two referees. Also contact the office to discuss the role in advance.

