



WILLOWFIELD CHURCH

Job Description

BACKGROUND

Willowfield Parish Church is a growing and vibrant church in inner East Belfast. The Church endeavours to follow Christ in facilitating personal and spiritual growth. We are an outward looking church seeking to share the Gospel within our local and global communities.

As a church we interact with over 1000 people on a weekly basis through our various ministries. These include youth, children's, outreach, family support, prayer and pastoral ministries amongst others. Finance is key to facilitate and support all of these.

We are seeking to employ an enthusiastic, organised and meticulous finance coordinator who will work alongside the staff and volunteer teams.

POST	Finance Coordinator
SALARY SCALE	£22,700 per annum pro rata (based on a 40-hour week)
HOURS	8 hours per week (flexible working)
BASE	Willowfield Church, 149 My Lady's Road, Belfast BT6 8FE
REPORTS TO	Willowfield Parish Church Rector
RESPONSIBLE TO	Willowfield Parish Church Rector

PURPOSE

Run an efficient and effective finance function within the Church that will support the ministries of the Church and ensure good stewardship of resources entrusted to us.

Key Duties

General Responsibilities

- Maintain income and expense records in our accounting system (MyFundAccounting). Using the system, produce financial reports for budget holders and the Select Vestry.
- Take responsibility for the supplier payment process, ensuring supplier invoices are paid correctly and in a timely manner.
- Run payroll for our staff team, ensuring timely payment of salaries, pensions and HMRC obligations.
- Work with the Honorary Treasurer and independent auditor to produce the annual financial accounts.
- Coordinate the annual budget with the Honorary Treasurer and staff team.
- Ensure financial controls are followed in order that the Church employs good stewardship of resources.
- Work on projects alongside other staff members to save overhead expenses (including utilities) and grow income for ministry.
- Maintain giving records in Church Suite; using the system to claim Gift Aid on eligible donations.
- Prepare other financial reports for the Diocese, Select Vestry and Charities Commission as and when required.
- Participate in staff devotional and Bible studies and other ministries as and when required.
- In the context of this role, it is a genuine occupational requirement that the person appointed to this post would be a Christian who is fully committed to the ethos and vision of Willowfield Parish Church.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

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Person Specification

POST	Finance Coordinator
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Applicants must clearly demonstrate in the application form evidence of the qualifications and experience noted below. Only information contained in the application form will be considered at the short-listing stage.

CRITERIA

	Essential	Desirable
Qualifications	5 x GCSES (or equivalent) at grade C or above including maths.	A relevant qualification in accounts or bookkeeping.
Experience	At least two years' relevant experience working in a book-keeping or accounts role.	Experience working for a church or in the charity sector. Experience using Church Suite, MyFundAccounting and Iris payroll software.

<p>Skills</p>	<p>Strong numeracy and analytical skills.</p> <p>Strong organisational skills.</p> <p>Self-motivated and willing to learn.</p> <p>Excellent IT and Excel skills.</p> <p>Experience of using a financial accounting package.</p> <p>Verbal and written communications skills.</p> <p>Able to work as part of a team.</p>	
<p>Personal Qualities</p>	<p>Devoted follower and lover of Jesus; respecting the ethos of Willowfield Parish Church</p> <p>A self-starter with initiative, hardworking and able to motivate and enthuse others.</p> <p>An understanding of the need for evaluation, training and consistent high standards.</p> <p>A commitment to ongoing relevant personal development and training.</p>	

Applicants please note:

Whilst elements of the essential criteria of the Person Specification will form the basis for short-listing, these may become more stringent by tightening of the criteria

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for short-listing. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

All appointments are subject to an Occupational Health Assessment.

Application process:

To apply please email your CV and covering letter to treasurer@willowfieldchurch.co.uk