

# Finance Administrator

**Hours:** 15 hours per week  
**Location:** Thurrock (Hybrid: 1 day in office, Tuesday)  
**Salary:** £28,000 pro-rata  
**Start Date:** January 2025  
**Reports to:** Operations Manager

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## About Community Church

Community Church was established in 1996 and now serves a vibrant and growing congregation of over 350 members across four sites: Chafford Hundred, Chadwell St Mary, South Ockendon, and Basildon.

Our purpose is to worship God, share Jesus with all people, make disciples, and transform lives.

With a dedicated team of 14 staff members, various ministries, and a budget of approximately £450k annually, we are committed to making a meaningful impact in the church and broader community.

## About the Role

The Finance Administrator will manage the church's day-to-day financial operations, ensuring accuracy, compliance, and timely reporting. This role supports all four church sites and related community projects by overseeing key processes such as budgeting, payroll, Gift Aid, and financial reporting.

The successful candidate will play a critical role in maintaining strong financial controls and ensuring smooth financial management.

## Key Responsibilities

- Oversee all accounting operations, including accounts payable, income receivable, and cash flow management.
- Prepare monthly financial statements for trustees, elders, site teams, and ministry leaders.
- Manage payroll, pension schemes, and staff expenses.
- Coordinate and prepare the annual budget in collaboration with trustees and ministry leaders.
- Ensure timely and accurate submission of Gift Aid claims.
- Maintain insurance records and renewals, liaising with trustees as needed.
- Oversee month-end and year-end financial processes, ensuring compliance and accuracy.
- Prepare annual accounts for independent review.
- Organise and facilitate Finance Committee meetings, including agenda setting and minute-taking.
- Manage payments, receipts, and reconcile bank accounts, ensuring smooth cash flow.
- Develop and improve financial systems, processes, and controls.
- Work collaboratively across ministry teams to provide financial guidance and ensure alignment with budgetary goals.

## Person Specification

### Essential:

- Ability to work independently, manage workloads, and meet deadlines.
- Strong analytical, numeracy, and problem-solving skills.
- Excellent organisational skills and attention to detail.
- Proven experience in a finance role handling day-to-day accounting operations and reporting.
- Proficiency in MS Office and Google Suite.
- High level of confidentiality and integrity.

### Desirable:

- Experience using QuickBooks Online.
- AAT qualified or equivalent.
- Experience working in a church or charity sector.
- Familiarity with processing Gift Aid claims.

## What We Offer

- £28,000 pro-rata
- Hybrid working (minimum 1 day in office)
- 32 days annual leave (including bank holidays, pro-rata)
- Enrolment in our workplace pension scheme
- Funded training, development, and a 3-month support transition period
- Supervision and support from the church Elders

## Inclusivity Statement

Community Church is committed to creating a diverse and inclusive environment where everyone is valued. We encourage applications from all backgrounds, including those underrepresented in our workforce.

## Right to Work

Candidates must have the right to work in the UK at the time of application. Community Church is unable to sponsor work visas.

## To Apply

Please send your CV and a cover email outlining how you meet the criteria to Chichi Eruchalu (Operations Manager) at [recruitment@mycommunitychurch.org.uk](mailto:recruitment@mycommunitychurch.org.uk)

### Timeline:

- Closing date: 19th January 2025
- Interviews: w/c 27th January 2025