

**WORLD MISSION AGENCY- WINNERS CHAPEL INTERNATIONAL
Glasgow**

Salary: £23,574- £27,769 + Other Benefits.

JOB DESCRIPTION FOR FINANCE & ADMIN OFFICER

Job Title: Finance & Admin Officer

Location: World Mission Agency, Glasgow

Responsible To: Resident Pastor, Mission Accountant, Mission Administrator & the Treasurer of the Board

Schedule of Duties: The Finance & Admin Officer shall be responsible for maintaining proper accounting records and providing management and financial information as well as *administrative support to the church office*, Glasgow and other zones in the District.

Budget Setting and Control:

- Carry out monthly reconciliation of budget monitoring workbook.
- Act as interface between the Finance Office and the budget holders.

Transaction Recording

- Ensure all requests to purchase (RTP) are captured on budget monitoring workbook.
- Carry out monthly reconciliation of budget monitoring workbook.
- Ensure that the due process of authorization & approval is in place before payment is made.
- Confirm that all sections of the "Request to Purchase" (RTP) form are properly completed before processing.
- Ensure that proper books and records are kept of all transactions.
- Ensure and maintain adequate audit trail of all transactions.
- Ensure that all transactions are posted into the computerized financial accounting system (SAGE).
- Act as interface between the Finance Office and the budget holders.

Petty Cash Administration & Periodic Reconciliation

- Management of the Imprest system (Petty Cash): ensuring timely processing and accurate daily cash payment and reconciliation.
- Collection and management of float and ensuring proper controls and recording.
- Ensure that the imprest system is run in compliance with the provisions of the Financial Guidelines of WMA-WCI.
- Monthly reconciliation of the bank and cash accounts

Internal Control and Safekeeping of Assets

- Ensure that collections from services are counted immediately after every service and according to the requirements of the Financial Guideline of WMA-WCI.
- Ensure that adequate security and control is provided for all collections before being lodged into the bank on the next business day.
- To provide adequate record and control for offerings (cash or cheque) received by mail or physically brought in and ensure that receipt slips are issued to the givers.
- Maintain a register of all non-monetary donations and reflect such in the monthly report.
- Work in cooperation with the Mission Accountant in EHQ to ensure that all fixed asset items carry identification marks and numbers and ensure a reconciliation of physical assets to the asset register at least once in six months.
- Assist with the interpretation and enforcement of the provisions of the financial guidelines at the church office management level.
- Ensure that internal controls and segregation are not compromised.
- Report any activity compromising internal control to the Treasurer of WMA-WCI and the Resident Pastor.

Payroll

- Liaise with the Mission Accountant in London / Treasurer in Paris to provide all needed support on Payroll for WMA-WCI Glasgow

Reporting

- Prepare and present monthly, periodic or ad hoc financial information to the Treasurer of the Board and other established structures as necessary within WMA-WCI.
- Prepare detailed monthly reconciliation of all bank and cash accounts for review and forward to Treasurer of the Board as well as the FMC (Financial Management Committee) which has a duty of implementing controls within the financial framework of WMA-WCI.
- Prepare monthly comprehensive report to the Treasurer of the Board of WMA-WCI using a designated template.
- Collate all inputs in respect of the Church office budget and provide technical assistance to other units in preparing budget.
- Maintain a Budget Monitoring Tool to ensure effective management of the budget and reporting thereof.

Gift Aid Administration

- Oversee the entering data from the Gift Aid card into the Gift Aid database for complete and accurate Gift Aid records.

- Oversee to ensure all donation cards and Gift Aid Declarations forms are appropriately filled for easy retrieval of transaction audit trail and in compliance with statutory documentation retention.
- Oversee the preparation of monthly Gift Aid Claims to Revenue in liaising with the treasurer of the Board.

Supervisory and Administrative Role

- To train and supervise all Finance Assistants and Volunteers working in the Finance section of the church office.
- To provide supervision over the sales function and ensure that weekly sales report are prepared by the Sales department.
- Shall be accountable for the physical count of books and other bookshop items at year-end and ensure they are properly valued in the WMA-WCI's financial records.
- To supervise the activities of the purchases department and ensure that expenditure on purchases is done transparently and in line with preapproved budget and financial guidelines.

Others

- Undertake any other duties and responsibilities that may be assigned from time to time.
- Be ready to undergo various on and off-the job training for personal improvement and positive impact on the organization.

Line of reporting

- Shall have direct reporting responsibility to the: - The Resident Pastor in Glasgow- The Treasurer of the Board of WMA-WCI, Glasgow
- Maintain dotted reporting and cooperation with the CB (Church Board) LCC (Local Church Council), FMC (Financial Management Committee) and other governing structures within WMA-WCI in Glasgow and the zones, the WMA Mission Accountant in London.

Admin Role:

- Ensure that the Church office is fully operational by implementing all agreed administrative/operational/regulatory requirements.
- Database Entry: input membership data into Access database, make routine address changes
- Prepare thank-you letters (new members and first timers etc.)
- Prepare mailing lists, for members lists, and first timers for special events
- Membership development: assist with follow up of members and first timers through e-mail, and telephone contact (text etc.)

- Office management: Maintain office filing and storage systems, keep filings/document management system for electronic and paper document
- Monitor and order office supplies
- Distribute/file all incoming mail
- General reception duties. Return calls as appropriate, usually per request of the Resident Pastor
- Type documents, reports and correspondence for the Resident Pastor
- Co-ordinate and organise appointments and meetings
- Monitor and maintain office supplies
- Ensure that office supplies are always available to support the administrative operations and Church activity/service units
- Ensure that there are back-ups for all electronics data held on PCs e.g. membership data, WOFBI data, purchase orders etc.
- Carry out any other instructions or ad-hoc tasks which the Local Church/Resident Pastor deem necessary for the church administration.