

FINANCE & ADMIN OFFICER'S JOB DESCRIPTION

LOCATION: GLASGOW, SCOTLAND

JOB FAMILY: FINANCE/ADMINISTRATION

SALARY: £11,787-£13,885+ OTHER BENEFITS

LEVEL: OFFICER (20 Hrs/Wk)

REPORTS TO: RESIDENT PASTOR, MISSION ACCOUNTANT, MISSION ADMINISTRATOR & THE TREASURER OF THE BOARD

JOB PURPOSE:

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.

MAIN DUTIES:

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 London 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 Glasgow to provide all needed support on Payroll for WMA-WCI Scotland.
- 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 (Resident Pastor) in Glasgow, The Treasurer of the Board of WMA-WCI, Mission Accountant & Mission Administrator

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.

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	At least 1 year experience of Accounting/Finance/ Data Entry	Essential	Application Form & Interview
	Experience using Raisers Edge System	Desirable	Application Form & Interview
	Ability to work independently on own initiative and also to contribute as part of a team	Essential	Application Form & Interview
	Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines	Essential	Application Form & Interview
	Ability to communicate effectively in person, in writing and over the telephone	Essential	Application Form & Interview
	Ability to work responsibly in dealing with confidential/sensitive information	Essential	Application Form & Interview
Knowledge	A relevant First Degree/HND equivalent qualification	Essential	Application Form
	At least BCC level of WOFBI	Essential	Application Form
	Excellent knowledge of Microsoft Excel and Word	Essential	Application Form, Interview & Test
Skills	Ability to use office computer systems including e-mail spreadsheets and databases	Essential	Application Form & Test
	Good numerical skills with an above average level of accuracy, consistency and attention to detail	Essential	Application Form & Test
	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential	Application Form & Interview
	Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines	Essential	Interview

	Excellent interpersonal skills	Essential	Interview
	Good numeracy skills, accuracy skills and attention to details	Essential	Interview
Attitudes	A self-motivated and purpose driven individual with a positive 'can do' approach to work	Essential	Interview
	Positive approach to customer care and service delivery	Essential	Interview
	Willingness to learn and be proactive in all areas	Essential	Interview
	Willingness and ability to be flexible	Essential	Interview
	Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil"	Essential	Application Form & Interview