**JOB DESCRIPTION**

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| **Job Title** |  **Finance Worker** |
| **Reports to** |  Finance Manager | **Location** | 1 day per week in office, 2 home based (after training) |
|  |  Transforming Churches &  Communities  | **Salary** | £27,613 FTE, (£16,567 pro rata 21 hours per week) |

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| **Job Purpose and Objectives** |
| To support the bookkeeping functions of TCC’s financial services provision, by carrying out day to day bookkeeping tasks, including payments, expenses, record keeping etc, and liaising with clients.  |

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| **Responsible to:** | The Employee will be employed by the Managing Trustees of Transforming Churches & Communities and will be line managed by the Finance Manager  |
| **Responsible for:** | None |

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| **Main Responsibilities** |
| * Be a single point of contact for clients regarding financial services, to liaise on matters of invoicing, recharges, assessment calculations, billings, payments, expense processing, reporting etc.
* Maintain good financial controls and governance, including management of bank mandates, approval of expenditure in line with client authorisation policy and timely and proper authorisation of payments.
* Process and manage a weekly payment run on behalf of each client.
* Process and manage standing orders and direct debits.
* Update Quickbooks accounting system on a timely basis for all transactions, close the books each month end completing all banking reconciliations and accurately post all income and expenditure to the correct codes and categories.
* Review month end reports e.g. income and expenditure, balance sheet, accounts receivable) issue to client and follow up on any matters needing attention.
* Receive payroll reports, process and flag unusual expenditure.
* At year end, calculate and process accruals, prepayments and other year end adjustments, gather information required for independent examination.
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| **Terms and Conditions** |
| * Terms of appointment: Permanent subject to probationary period
* The salary/rate of pay will be: £27,613 FTE, (approx. £16,567 pro rata).
* Normal working pattern:21 hours per week (potential to increase), one from the office in Hulme, two from home which can be worked flexibly within reason.
* All reasonable expenses will be reimbursed.
* There is a contributory pension scheme to which eligible employees will be auto-enrolled (Nest). Employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
* At least one day free of responsibilities each week.
* FTE 33 days of annual leave, including bank holidays, at pro rata rate.
* Appointment will be subject to satisfactory references.
* Appointment will be subject to the satisfactory completion of up to six-month probationary period.
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| **Management** |
| The Employee will have a Line Manager whose responsibilities will be to:* Become familiar with the work of the Employee.
* Work with the Employee to encourage the church to respond to new challenges and opportunities in mission.
* Determine priorities for the work.
* Prepare a personal development plan with the Employee.
* Ensure good communications between all the ‘stakeholders’ (groups and networks) involved.
* Monitor and evaluate progress with the Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
* Act as a “sounding board” to the Employee.
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