

## JOB DESCRIPTION

<b>Job Title</b>	<b>Finance Worker</b>		
<b>Reports to</b>	Finance Manager	<b>Location</b>	1 day per week in office, 4 home based (after training)
<b>Reports to</b>	Transforming Churches & Communities	<b>Salary</b>	£27,613 FTE

### 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.

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

### 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.

## Terms and Conditions

- Terms of appointment: Permanent subject to probationary period
- The salary/rate of pay will be: £27,613.
- Normal working pattern: 35 hours per week, one from the office in Hulme, four 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.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.

## 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.