

Parish of Hazlemere Job Description: Temporary Finance and Admin Manager (Maternity Leave Cover)

Job Title: Temporary Finance Manager

Reports to: Operations Manager

Job Description Produced: September 2022

Hours per week: 18

Purpose:

- To provide part-time maternity cover for the Finance and Admin Manager as part of the wider finance and admin teams.
- To manage and oversee Hazlemere Church's financial resources to ensure careful stewardship of God given resources.
- To provide administrative and office management across operational and administrative aspects of Hazlemere Church life to release and enable the church for growth

The role is part of a wider finance and admin team, with a close working relationship with the Operations Manager and Administrator as well as the Treasurer and Finance Subcommittee.

Key Responsibilities

- Assist the Treasurer to manage & oversee all church financial operations (including planning & forecasting) to ensure that the PCC understands its current and forecasted financial position.
- To ensure all church financial operations are conducted with full compliance with all regulatory requirements to ensure a clean audit.
- To manage the church's payroll and pensions processes so that all employees are paid accurately and on time.
- To manage efficiently and securely cash and the funds held within the church's bank accounts in order to optimise the use of the church's banked funds.
- To manage and oversee the PCC's investment portfolio to enable appropriate & financially astute decision making by the church.
- To manage the donations processes to maximise the church's income.

- To accurately maintain all church financial records to ensure that the PCC understand its financial position whilst ensuring full compliance with C of E, HMRC and regulatory requirements
- To make timely payments and keep accurate and timely records so that Hazlemere PCC consistently meet payment deadlines
- To prepare and maintain accurate financial planning and forecasting records to support the financial planning and reporting process
- To respond to legitimate requests for data from the PCC's editors to facilitate the achievement of a clean audit
- To administer securely and accurately all cash, petty cash, voucher payments and floats to ensure that records are maintained, transparent records are kept and cash is kept securely
- To be responsible for all the financial administration relating to all aspects of regular, irregular, bequeathed and thanksgiving gift day giving to ensure accurate records are kept and to ensure compliance with HMRC requirements
- To manage the church's DBS administration to ensure that the church complies with its safeguarding responsibilities
- To liaise with funeral directors and provide support to the clergy to assist in managing arrangements for funerals
- To assist with the management of church events, coordinating with staff and volunteers to ensure events run smoothly and release mission
- Assist with additional ad hoc admin as part of the operations team

Training and Development

Training in ChurchSuite and ExpensePlus will be provided. Additional training needs will be discussed as necessary. Safeguarding training is mandatory for all staff.

Additional Information

You will need to be aware that you are often dealing with vulnerable people, confidential financial and personal information or issues of a sensitive nature. You should also be aware of the data protection issues surrounding this role. A DBS check will be required for this role.