



JOB DESCRIPTION

JOB TITLE:	Finance and Administration Assistant(s)
REPORTING TO:	Senior Pastors
JOB TYPE:	Permanent
HOURS:	Part time – up to 21 hours per week
LOCATION:	Gateway Hub, Harlow (Hybrid options available)
DATE ISSUED:	August 2024

MAIN PURPOSE OF JOB

To carry out the regular administration and finance functions of Gateway Freedom Church, ensuring that all tasks are completed in an accurate and timely manner. Also ensuring that, where appropriate, we are acting in accordance with current legislation.

POSITION IN ORGANISATION

- Reports to the Senior Pastors.
- Collaborates closely with members of the Vision Team and Trustees.

DUTIES & KEY RESPONSIBILITIES

For the Administration role (between 12 and 14 hours per week)

- Provide administrative support and to undertake administration duties as directed by the Senior Pastors, Vision Team and Trustees, including but not limited to:
- Manage and maintain electronic diaries accurately and manage usage.
- Produce weekly church bulletin for digital and paper outputs.
- Assist with the organisation of conferences/special events.
- Respond to all enquiries either by phone or from the info Gateway e-mail address.
- Check and manage incoming post and processing as necessary.
- Liaise with contractors carrying out work at the Hub, including organising regular health and safety checks such as fire equipment testing, CCTV equipment tests, and report any faults to the relevant companies.

- Arrange and manage all utilities, insurance, subscriptions and suppliers, including researching prices on a regular basis to ensure good value for money and keeping up to date records of utility usage and charges.
- Source suppliers and quotes to submit to Trustees as requested, and then order any supplies/services as needed.
- Liaise with letting agents and report to Trustees.

For the Finance role (between 5 and 7 hours per week)

- Process the monthly payroll.
- Pay invoices and expenses by BACS or credit card.
- Process all income and expenditure on the accounting package.
- Update donor donation database.
- Bank cash and cheque donations locally.
- Manage petty cash float.
- Process gift aid claims.
- Produce annual donation statements for regular donors.
- Assist with producing the annual budget.
- Produce monthly finance reports.
- Attend by-monthly Trustees meetings, which takes place in the evening, to provide a presentation of the current financial position of the church and respond to any queries.
- Monitor church savings accounts, ensuring good returns.
- Maintain the fixed assets register, ensuring all purchases and disposals are recorded.
- Draft the annual financial statements ready for examination by our independent examiner.
- Liaise with the independent examiner during the audit process.

PROVEN ABILITY

For the administration role – to have experience of working in an administration role, with excellent written and oral communication skills, along with a good competency of Microsoft packages and be quick to learn other software packages.

For the finance role – to have experience working in a similar role, ideally with accountancy qualifications, and to be able to use accounting software packages.

OCCUPATIONAL REQUIREMENT

In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be able to demonstrate enthusiasm for the Christian purposes of the church and be able to live out, hold to, support and contribute to its Christian ethos.