



The United Reformed Church (Northern Province) Trust Limited

Role Description & Person Specification

Finance & Property Administrator

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| Job Title | Finance & Property Administrator |
| Reporting to | Synod Operations Co-ordinator |
| Location | Office based at the Synod Office 4 College Lane, Newcastle NE1 8JJ |
| Travel | Occasional travel across the north east |
| Working hours | Part time - 21 hours per week with 23 days annual leave (pro rata) plus bank holidays. Working outside of normal hours can be an occasional feature of this role, requiring some flexibility. |
| Salary | £23k per annum, pro rata |
| Terms of appointment | Permanent position, this post will be subject to a DBS standard disclosure. |
| Job Summary | The Finance and Property Administrator role is to support the Synod Trust and Finance Officers with their busy workloads, overseeing the administration of some routine finance and property matters. |
| Key relationships | This post is part of the synod Administration Team and the post-holder will work closely with other team members, churches and colleagues. Professional working relationships are required with all colleagues and external contacts. |

Core Duties

General Administration Duties

1. To fulfil all the tasks necessary for the effective administration of a variety of finance and property matters, working collaboratively with the Trust and Finance Officers.
2. Answering telephone & reception duties, post opening and recording, if Office Manager is unavailable for any reason.

Data protection/GDPR

3. Ensuring office administration arrangements and communications are compliant with data protection regulations in conjunction with the Operations Co-ordinator.

Financial Administration

4. To undertake BACS transactions in accordance with office procedures and delegated authority and to send out remittances for any online banking BACS payments.
5. Setting up or modifying details of suppliers and beneficiaries on the online banking system.
6. Filing of all payments and relevant emails to the electronic filing system (Sharepoint).
7. Obtaining invoice/expenses approvals and chasing up approvals when no response received.
8. Checking all invoices and expenses for accuracy and in line with organisational policies.
9. To be responsible for collating and summarising church accounts for M&M purposes.
10. Sending out Grant application forms, various letters and other appropriate correspondence as required by the Finance or Trust Officers.

Property Administration

11. Advising church contacts of forthcoming quinquennial inspections.
12. Forwarding quinquennial inspection reports to churches.
13. Sending out compliance questionnaires to churches.
14. Chasing for compliance questionnaires responses from churches.
15. Chasing for hiring returns from churches.
16. Arranging transfer of utilities, insurance and Council Tax as the Trust acquires and disposes of properties.
17. Liaising with estate agents/surveyors/contractors generally around access to properties.
18. Collating accurate meter readings for properties where required.
19. Liaising with occupiers on questions or requirements from insurers.
20. Removing closed churches from the register of places of worship.

Continuing Professional Development

21. The post-holder is required to take responsibility for their own professional development by keeping up to date with the latest thinking and practice, to support the development of others, and participate in in-service training on a regular basis.

Professional conduct

22. The post-holder is required to promote, monitor and maintain best practice in health, safety and security, and data protection principles and practice. To actively promote an environment which values equality and diversity, to foster Safeguarding and work within the denomination and Synod's Safeguarding policies and procedures.
23. To promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers, to work collaboratively to develop a service culture which fosters continuous improvement.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested and for which suitable training has been provided. The job holder is expected to show willingness to develop new skills and undertake training when needed.

All jobs change or evolve over time in order to meet organisational or departmental needs and this job description will therefore be subject to periodic review.

Person Specification

Essential

- Good basic education to GCSE standard or equivalent, including Maths and English
- Experience of working within a small team
- Good communication skills (spoken/written/electronic media) and good people skills
- Ability to work as part of a team, on own initiative and with minimum supervision
- Experience of online banking payments and maintaining financial records
- Excellent attention to detail and accuracy
- Computer literate particularly with regard to Microsoft Office 365 (eg sharepoint)
- Excellent organisational skills
- Personal integrity with an ability to respect confidentiality
- Willingness to be flexible, adaptable and undertake team tasks when this is needed

Desirable

- Ability to prepare and use spreadsheets
- Experience of using finance packages
- Purchase Ledger experience
- Knowledge of the United Reformed Church and its structure

Additional Information

The post holder will be expected to be sympathetic to the values and ethos of the United Reformed Church.

A standard DBS disclosure is required for this post. The successful candidate will be required to undertake URC safeguarding training as part of the role – both initially and on an ongoing basis.

The successful applicant must be able to provide evidence of their eligibility to legally work in the UK prior to appointment

Dated: February 2024