Job Description

Position	Finance Administrator
Hours	12-16 hours per week (additional hours may be required, particularly during the preparation of the budget, annual accounts but these would be agreed in advance and can be taken as TOIL).
Schedule	To be discussed with the successful candidate
Salary	£14.26 - £16.40 per hour depending on experience
Contract	Permanent
Location	Hybrid (Home / The Hub Community Centre, Altrincham)
Employer	Altrincham Baptist Church
Line Manager	To be confirmed

Mission of Altrincham Baptist Church

The mission of Altrincham Baptist Church is to *'Be Disciples, Make Disciples, Reveal the Kingdom of God'*. We believe that all people are made in the image of God and are loved by God equally. As part of our outreach, we run The Hub Community Centre—operating as one of Trafford Council's designated community hubs—and receive funding from the council to deliver key local support services. As an organisation we employ twelve staff alongside dedicated volunteers. Read more about our mission here.

Purpose of the Role

To support the Treasurer (Trustee) by managing the technical bookkeeping and operational aspects of the church's finances (involving an annual turnover of approximately £500,000). You will maintain complete, accurate, and clear financial records while supporting compliance across accounting, tax, pension, Gift Aid, and Charity Commission requirements.
The role involves close collaboration with the Treasurer, Operations Lead, Trustees, budget holders, and staff to ensure effective financial management and stewardship across the organisation.

Main Duties & Responsibilities

Technical Bookkeeping & Financial Operations

- **Financial Processing:** Record and process weekly cash receipts, bank cash and cheques, process purchase order requests, and manage payment of supplier invoices and expenses.
- **Reconciliations & Cash Flow**: Complete monthly bank reconciliations using online banking records, manage day-to-day cash flow, and reconcile credit card statements.
- **Income & Hire Administration:** Reconcile invoices relating to hire of our two buildings, administer receipts and invoice payments for trips/events, and manage data from ChurchSuite and room-booking software.
- **Giving & Donation Systems:** Manage and oversee digital giving and contactless tap-to-give systems, ensuring transaction data is routinely reconciled and accurately integrated with ChurchSuite and core accounting records.
- **Specialist Funds:** Manage the fixtures and fittings fund, maintain records of expenditure against grants, and set up World Mission budget payments per instructions.

Payroll, Pensions & Tax Compliance

- **Payroll Processing:** Prepare monthly payroll information and submit figures to the external payroll provider. Liaise with the provider regarding employee tax code changes and ensure PAYE/NI payments are remitted to HMRC.
- **Pensions & Benefits:** Manage pension information, submissions, and compliance (including staff re-enrolment and 3-year declarations). Oversee responsibilities relating to benefits in kind (including P11D forms) and sick pay administration.
- **Gift Aid:** Oversee and administer Gift Aid processing and claims in conjunction with the supporting volunteer.
- **Employee Onboarding:** Set up new employees for payroll and pension purposes and respond to staff payroll queries.

Financial Planning, Reporting & Audit

- **Budgeting & Reporting:** Prepare the annual budget in consultation with the Treasurer and budget holders. Prepare quarterly interim financial reports for budget holders and year-end reports for Trustees.
- **Annual Accounts & Examination:** Prepare annual accounts for independent examination, liaise with external accountants, review banking protocols, and assist with the Trustees' Annual Report and Charity Commission annual returns.
- **Financial Calculations:** Advise on financial implications arising from the annual pay review, assess HR/salary changes, and review manse rental values and utility contracts.

Compliance, Systems & Data Governance

- **Financial Policies & Procedures:** Regularly review and update the church's financial policies, internal financial controls, and bookkeeping procedures to ensure ongoing compliance, robust governance, and efficient practice.
- **Data Protection & Confidentiality:** Comply with UK GDPR requirements and maintain strict confidentiality regarding personal, payroll, donor, and financial information.
- **Information Security:** Follow church procedures regarding online banking, access controls, password security, data backups, and prompt reporting of potential security incidents.
- **Governance Support:** Maintain accessible audit trails in line with document-retention policies and support overall compliance with Charity Commission and HMRC regulations.
- **Stakeholder Liaison:** Maintain regular communication with the Treasurer (weekly) and liaise with church banking providers and the Baptist Union as required.

Person Specification

Faith & Values

- **Christian Ethos:** Deeply committed to upholding, promoting, and embodying the vision, values, and Christian ethos of Altrincham Baptist Church.
- **Integrity & Confidentiality:** Upholds the highest standards of integrity, discretion, and confidentiality when handling sensitive financial, payroll, and data relating to people who give financially to the church.

- **Interpersonal Approach:** Compassionate, warm, and highly approachable.

Experience & Technical Skills

- **Bookkeeping / Accounting Qualification:** Minimum AAT or ICB Level 3 (or equivalent) qualification.
- **Software Proficiency:** Strong IT skills, particularly in Microsoft Excel, and proficiency in QuickBooks or a comparable bookkeeping package.
- **Financial Experience:** Experience in bookkeeping and accounting, with experience in not-for-profit/charity accounting and managing multiple restricted funds being highly desirable.
- **Payroll & Tax Knowledge:** Knowledge of payroll processing, pensions compliance, HMRC RTI, and Gift Aid scheme administration.

Personal Attributes & Professional Standards

- **Collaborative Communication:** Strong communication skills with the ability to present financial information clearly to the Treasurer, Trustees, and budget holders.
- **Independent Working:** Highly organised with the ability to manage time effectively, prioritise tasks, and work independently while collaborating well with staff and volunteers.
- **Continuous Improvement:** Proactive in identifying and implementing improvements to financial processes to support the wider aims and mission of the church.