

St John's Centre Finance Worker

Summary of the role

Job Title: Finance worker

Hours: 15hrs per week, across 3 days

Salary: £25,409 pro rata £10,163.60pa actual + 5% employer's pension contribution

Location: St John's Centre, St John's Road, Old Trafford, Manchester. M16 7GX

Reporting to: Centre Manager

Background

St John's Centre is a well established, welcoming and thriving community centre at the heart of the Old Trafford community. Our friendly and supportive staff team are looking to recruit a part time finance worker to join us. The person appointed will work 15 hours a week, based at the centre, with hours spread across three days of the working week, Monday to Friday. We are willing to negotiate the exact hours of work with the appointed person, these will include the core centre hours of 10.00am – 2.30pm.

We are looking for someone who is aligned with our values and way of working, has some experience of bookkeeping and will relish the challenges of working in a positive, inclusive and busy environment.

The job description is provided below, giving you more insight into what the job entails, and the person specification is on the next page. This lets you know that key skills, experience and personal qualities we're looking for.

Please also take a look at the enclosed core values statement as we're looking for someone who will be actively supportive of our core values as a centre.

If you have any questions or would like to have an informal conversation about the role, please call us in office hours: 0161 872 7795 and speak to either Christine or Laura. If you cannot get through, please do leave a message and one of us will call you back. Alternatively, you can e-mail:

christine.aspinall@stjohnscentre.org.

Finance Worker Job Description

- Keep accurate records of weekly income and expenditure: donations, funding, payments received, and expenses paid in Excel.
- Keep accurate IT records of all financial transactions across the organisation, including Quickbooks, e-Tapestry, GoCardless, JustGiving and any other apps as required.
- Create outgoing invoices for centre users and pay incoming invoices. Chase unpaid invoices until paid.
- Banking. Add up cash from donations and payments, complete paying-in slip and take it to the bank.
- Set up clear budget headings in Quickbooks and cross-reference with MS Excel.
- Creates wage slips, set up bank transfer for staff wage and pay NI and tax to HMRC.
- Add up gift aid from all donations, including staff donations and liaise with HMRC on gift aid payments, on a quarterly basis.
- Oversee petty cash system, including withdrawing cash and keeping clear records.
- Process and pay staff and volunteer expenses.
- Reconciling bank statements against actual monthly payments.
- Produce monthly management accounts and financial reports for the board and attend occasional board meetings when needed.
- Support the staff team by supplying information for funding bids, accounting, board meetings and anything else that is required.
- Participation in team meetings and away days as required for the role.

Finance Worker Person Specification

The ideal person for this role will have the following skills, experience, values and attitudes.

Key Essential Skills and Experience

- Experience of bookkeeping
- Good head for figures
- Excellent IT skills - competent in use of the Microsoft Office suite, including MS Excel, e-mail and WhatsApp
- Quick learner of new and emerging IT apps and technologies
- Excellent time management skills – organised and self motivated
- Fluency in the English language, both written and spoken
- Strong communication skills, both written and spoken
- Ability to work in a busy, vibrant community centre and to get your work done

Key Personal Qualities and Values

- Willing and able to learn new IT apps for financial administration purposes, as and when needed
- Willing and able to attend board meetings as and when required for the function of the role, no more than 5 times a year
- A willingness to collaborate with the wider staff team to help the centre run smoothly and to keep the finances in order
- We'd like someone who is fully supportive of our core values and passionate about the work we do at St John's Centre

Desirable– Skills and Experience

- Experience of using Quickbooks or similar IT-based bookkeeping software
- Experience of PAYE, NI and HMRC systems
- Experience of working with CRMs
- Experience of working in a community setting and /or a charity