

St John the Baptist Burscough

**FOLLOWING JESUS
MAKING HIM
KNOWN**

Role Description for Finance Officer (Bookkeeper)

Job Summary

We are seeking a dedicated and organised Finance Officer to join our Finance Team. As the Finance Officer, working closely with the PCC Treasurer, you will play a pivotal role in overseeing the day-to-day management of the parish accounts and payroll. Our aim is for the Finance Officer to relieve the administrative burden, currently shouldered by the Treasurer, and to enable the role-specific tasks to be completed more.

You will be expected to provide operational excellence in line with best practices and agreed protocols, ensuring seamless administrative support; promote a positive work culture that encourages growth and development.

You will also contribute to the wider work of the Staff Team, helping to provide first contact and initial support to enquirers and signposting, appropriate to others in the team.

If you possess strong organisational skills and exceptional attention to detail, we invite you to apply for this exciting opportunity.

This is a new role and as such may be subject to change as new workflows emerge and develop over time.

We also have a vacancy for a Church Administrator (21 hours) – we would be open to one person applying for both positions (to create a combined role of 24.5 hours). More information on this role can be found on our website at www.sjb-burscough.church/vacancies/

Main Responsibilities:

- Enter transactions into and have oversight of the financial records for the church, using the accounting package My Fund Accounting Online* (MFAO)
- Make payments to suppliers in a timely manner ensuring that all payment requests are correctly authorised against approved budgets
- Prepare and record sales, invoices, fees for the church using the accounting package MFAO
- Complete monthly bank reconciliations
- Prepare monthly management reports from MFAO, to be reviewed by the PCC Treasurer
- Liaise with the independent examiner/auditor as required
- Implement financial decisions made by the PCC as agreed with the PCC Treasurer, ensuring that appropriate financial systems and controls are used
- Submit Annual Financial Statements to the Charity Commission, and other regulatory bodies within required timescales
- Run payroll for the parish

- Process Gift Aid claims

Furthermore,

- Be an initial contact point for parish general enquiries (via telephone, email, or personal call) and re-direct as necessary to the relevant people (clergy, support services staff and volunteers).
- undergo training as appropriate, especially in the use of bespoke software packages
- contribute to efficient administration and shared file systems, for example, Microsoft 365 including SharePoint.
- be responsible for overseeing the maintenance of effective (electronic and paper) filing systems for all designated areas of work
- general administration duties as required.

General

- Take responsibility for your own health and safety
- Comply with Diocesan safeguarding policy
- Undertake any training as required
- Comply with UK data protection laws

Who we are looking for:

We are looking for somebody who will bring the relevant skills, experience and confidence to shape and fulfill the responsibilities of the role. It's essential that the person is sympathetic to the Christian faith and able to support the ministry and mission of the parish.

We need someone who thrives when working in a team, who is a self-starter and able to prioritise and manage their own workload. You will work alongside our local church leaders, Staff Team, and the PCC Treasurer.

In terms of personal qualities you will be someone who:

- has strong organisational skills and exceptional attention to detail
- is emotionally intelligent and self-aware
- can maintain confidentiality
- is able to work autonomously and within a team
- can be pragmatic and enjoys finding practical solutions
- has an ability to build strong relationships
- has excellent communication skills
- will deliver on expected outcomes
- has excellent time management skills

If this sounds like you, we invite you to apply for this exciting new opportunity, to shape and strengthen our parish, and developing excellence and contributing to our overall success.

What we can offer you

- a flexible working arrangement
- opportunities to work part of the time from home
- rate of pay that is above the real living wage (as an employer we are committed to paying no less than the rates published by the Real Living Wage Foundation).
- generous holiday allocation

- appropriate training
- a supportive and collaborative working environment
- opportunity to contribute to fulfilling our Parish vision

Person Specification

The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job unless otherwise specified.

Each of the following criteria will be assessed via application form and interview

	Essential criteria	Desirable criteria
Qualifications	Minimum of 5 GCSE (or equivalent) passes with good passes in English language and mathematics	Book keeping/accounting
Experience	Competent bookkeeper qualified by experience Experience of financial processes and procedures	Experience of working within a charity context
Knowledge and skills	Experienced in using accounting and payroll packages Excellent verbal and written communication skills Ability to handle a range of diverse tasks and prioritise according to demands Excellent organisation skills with an ability to work to deadlines Experience and confidence in using Microsoft 365 packages particularly SharePoint, Excel (or similar) Willingness to learn new software to fit the role (My Fund Accounting Online)	Experience of using My Fund Accounting Online
Personal qualities	Flexible work approach Ability to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact Approachable and dependable Ability to use own initiative Positive and supportive member of a team	

Work related circumstances	To have an understanding of, and be in sympathy with, the Church of England To be supportive of the mission and ministry of St Johns Burscough.	Some knowledge of the Church of England structures
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Closing Date for Applications: 5pm Friday 10th April 2025

Please apply using our [online application form](#)

Interview Date: To be confirmed

For an informal chat for further information, please contact:

Email: treasurer@sjb-burscough.church

Mobile: 07917 046205

This post will be recruited in line with the Parish Safer Recruitment process.

Employer: The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Burscough Bridge ("St Johns PCC")

Salary: £2,448 for 3.5 hours per week (£24,479 p.a. full time equivalent based on 35 hour week, £13.45 per hour)

Full/Part-time: 3.5 hours per week – flexible working arrangements available

Holidays: 25 days plus bank holidays (pro rata for part time staff)

Fixed period: Permanent (subject to successful probationary period)

Office Base/workplace:

St John's Church, or 57 Liverpool Road North, Burscough. (possible home working / remote working)

Accountable to: Operations Manager, via the Honorary Treasurer

Confidentiality: Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Vicar.

Other Information: The parish operates a no-smoking policy within the workplace.

Terms and conditions of employment: The Operations Manager & Hon. Treasurer will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. The post will be subject to an annual contract review. There will be a three-month probationary period, at the end of which there will be an appraisal. Thereafter, appraisals will take place at least annually. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Changes may occur over time, and the job holder will be expected to agree any reasonable changes to the job description that are commensurate with the job and in line with the general nature of the post. The job holder would be consulted about any changes before implementation.