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**Accounts Manager**

Job Description

**Responsible to:**

Operations Director

**Introduction:**

St Mark’s is a city centre resource church, planted through the HTB network from Gas Street Birmingham, in October 2017.

We are looking for an accounts manager to help us manage and develop our money and financial systems. The successful applicant will work closely with the Operations Director and Treasurer, liaising with all members of the staff team.

**The Role:**

The accounts manager will oversee the day to day financial activity of the organisation, processing grants, gifts and expenditure. The successful applicant will have experience of this work, ideally in a church or charity setting.

This is a part-time role for 8 hours a week. Much work can be done online making home working a possibility, although weekly contact with the church office is required.

**Key Areas of Responsibility:**

* Ensure weekly income is processed appropriately – oversee teams counting collection, ensure banking of cash and cheques, process stripe payments, process new standing orders & record gift aid – communicating with church members where appropriate.
* Ensure church claims all relevant gift aid and reclaims VAT as part of any building works
* Process payment of all invoices, seeking relevant approval and ensuring payment as required
* Perform reconciliations between bank and financial systems
* Process payment of expenses, to staff and volunteers
* Maintain petty cash float system
* Monitor organisation adherence to financial procedures, highlighting areas of concern
* Monitor budget, alongside the operations manager and treasurer
* Help and support staff in managing department budgets
* Run regular reports as regards finances

**Person Specification:**

* Experience of managing financial systems and book keeping, in a business or charity setting
* Experience of online finance packages, particular experience of Xero and Church Suite desirable but not essential
* Excellent organisational skills, able to manage own time and workload
* Good interpersonal skills, for dealing with church members and staff
* Excellent numerical and analytical skills
* Demonstrate a high degree of accuracy and show meticulous attention to detail
* Methodical approach to processes and problem solving
* Reliable and respond well to requests in short time scale
* Recognize the importance of working within set timescales

**Terms & Conditions**

* Part-time role (8hrs week)
* Salary £20,000 to £22500 pro rota
* Probationary period 3 months

Applicants must not have a criminal record, or be subject to any investigation, in any areas of financial misconduct or fraud.

Closing date for applications: 12:00 midday 17th July 2019

Interview date: TBC

Start date: early September 2019