



**Saint
Philip's
Church**

Administrator/Bookkeeper Application pack

In a nutshell: The role provides a crucial link between the Team Leaders and the Church through the provision of support in administration, communication and bookkeeping.

Hours: 20 hours per week, with flexibility required. At least one office-based day is essential. It is envisaged the bookkeeping component will be on average 4-5 hours a week.

Salary: £21,083 per annum pro rata. (+ 7% employers pension contribution.)

Annual Leave: 4 weeks annual leave plus pro rata allowance for bank holidays.

Accountability: Team Leader(s).

Resources: Access to the church office (on Bank Street in the city centre), Provision for appropriate training provided.

Terms: The appointment is subject to receipt of satisfactory references and a 3-month probationary period.

Closing Date: 04/02/22

Interviews: Week Commencing 07/02/22

Start date: A transition week will be required 21-25th February with start date as soon as possible after.

Please return completed applications or direct any questions to Heidi at admin@stphilipssheffield.org

Note: There is a genuine occupational requirement for the job holder to be a practising Christian.

Context

St Philip's Church Sheffield was planted just over 10 years ago, having been sent out from the wider St Thomas' family in Sheffield. The church is an Anglican Baptist Local ecumenical Project (LEP) and has a Bishop's Mission Order (BMO).

The church is led by Co-Ministers Dave & Sarah, a husband-and-wife team who are both Baptist ministers. Alongside an administrator/Bookkeeper we employ 3 (very) part-time Community families workers. Anna & Ben are volunteers on our leadership team. Anna is a lay-leader involved in city centre outreach, healing ministry and worship and Ben helps with children's work and resourcing leaders.

The church family currently consists of approximately 25 households with about 50 adults and 30+ children.

Our vision is to grow and plant communities of prayer and mission. We have set a faith goal of doubling in size primarily from new disciples by 2024. Our values are being authentic in our relationships, brave in mission, creative in our expressions of church and devoted to God.

Reaching families with young children has been identified as a key missional objective. We are currently seeking God for how to develop the life of our communities and imagine a 'mixed economy' of missional type communities and those looking to adapt and use DMM principles to start new groups.

The church has a strong call to the North of the city and there are two communities in the North where church members are living and making disciples. Parson Cross and Pitsmoor. Geography is important to us and the church is mainly clustered around the above communities as well as Hillsborough/Loxley/Stannington and Crookes/Broomhill. (There are also a few families in far flung places!)

The church is informal in style, charismatic evangelical in tradition with a heart for passionate worship, prayer, the prophetic, community and mission. The Church gathers bimonthly on Sunday mornings for worship, talk, ministry and coffee. One Sunday is currently all age. We currently gather at St Stephen's, Netherthorpe and our church office is on Bank Street in the city centre.

Role

The role requires someone with good interpersonal skills and an administrative background as you will be working closely with the Team Leaders and be a vital link between them and the church membership. At least one day contact time working with the Team Leaders will be required each week but there is the possibility of some home working.

The role requires flexibility as some weeks there will be more financial work than others, but it is envisaged that 4-5 hours a week on average will be required for bookkeeping.

Our accountants are Paul Horton Associates and they deal with the more complicated aspects of our finances. The role will involve working with and relating to one of their accountants. They will also be able to train up a successful candidate and provide ongoing support.

Overall Purpose of Role

- To manage and oversee the administration, communication and bookkeeping of the church.
- To support the team leaders with administrative tasks.

Key Responsibilities and Duties:

A. Leadership Team

- Provide administrative support to the Team Leader(s) as needed.

B. Management of policies/contracts etc.

- Maintain all relevant insurance policies held by St Philip's to ensure adequate cover
- Maintain adequate First Aid equipment and signage to it where appropriate
- Ensure the adequate recording of accidents (occurring both on and off the premises) and reporting of such events to the Team Leader as and when appropriate
- Assist in the management of tenancy agreements and service contracts
- Provide administrative support with regards to GDPR
- Ensure relevant policies are being adhered to and providing support for their implementation.

C. Resource Management

- Purchasing office equipment and supplies
- Purchase and manage resources and equipment as necessary for gatherings
- Outsourcing IT repairs.

D. General Administration

- Develop and maintain current admin systems and processes
- Answering phone calls / responding to voicemails left on the office mobile
- Deal with any general enquiries received by email or through the church website
- Prepare and maintain the church's calendar of events and communicate it to the church
- Manage the church membership systems including membership database and procedures for members joining or leaving.

E. Communication

- Manage internal church communications, including
 - MailChimp to all church members
 - Flyers as needed (e.g. termly dates flyers, festivals and event flyers)
 - Occasional letters from the Team Leaders to the wider church
 - Monthly notices/ slides for gatherings
- Assist in reviewing the church website and regularly maintain and update its content
- Help Manage the church's social media accounts, including its Facebook page, Instagram and YouTube account
- Post messages to the Church Whatsapp group
- Assist in editing and uploading videos

F. Events management

- Help organise and deliver key events in the life of the church, e.g. gatherings, weekends away, leaders' training weekends, the annual fast, Alpha etc.

G. Gatherings

- Assist in mobilising and organizing volunteer teams (PA, Worship) rotas and checklists to ensure the smooth running of gatherings
- Checking storage is tidy and resources are replenished
- Producing song words for PowerPoint
- Creating ad hoc resources
- Assisting in reviewing and maintaining Covid-19 risk assessment to ensure we are gathering safely and creating relevant signage etc.
- Creating and maintaining a system for the recording of attendance

H. Record keeping

- Maintain accurate and up to date records and files relating to the Church Administrator role
- Maintain office filing systems concerning personnel records, DBS etc

I. Legal/Charitable management

- Assist in ensuring that the relevant annual returns are submitted to the Charity Commission, Companies House, and both denominational streams etc.
- Provide administrative safeguarding support to the safeguarding lead
- Ensure compliance with relevant legislation affecting the operation of the church (e.g. health and safety, food hygiene, music licensing, etc.)
- Be a point of contact with St Philip's Church Council and forward action items from meeting minutes
- Record minutes at Whole Church meetings
- Assist in preparing documents for the AGM
- Keeping GDPR privacy policy and other related documents up to date
- Communicating changes, facilitating training and managing permissions for GDPR
- Completing an annual Data retention audit and adhering to the data retention policy

J. Finance (Bookkeeping)

- Liaise with accountant to facilitate bookkeeping.
- Administrating the annual budgeting process
- Ensuring authorisation of and reimbursement of expenses
- Updating Asset register
- Inputting income/expenditure into QuickBooks

- Setting up online payments for authorisation e.g. payroll, non-recurring bills
- Submit relevant returns e.g gift aid to HMRC and annual returns to charity commission
- Help set up payroll for new employees
- Monitoring and maintaining online and physical records of income and expenditure
- Using church online banking and PayPal accounts,
- Liaising with CAF bank and Trustees
- Facilitating contactless giving using Sum up machine and app
- Assisting with member commitments, e.g. gift aid, updating giving forms, editing spreadsheet and following up direct debits
- Filing of financial documents e.g. bank statements, pensions information, receipts and invoices
- Keeping records of petty cash for small purchases.
- Banking cheques

This job description is exhaustive and covers the current range of duties but there may be ad hoc additional requirements. The job description may be reviewed from time to time.

Person Specification: Administrator & Bookkeeper

Your application must demonstrate your capabilities in relation to each of the criteria listed in the sections below (addressing each point in order). You must address all of the essential (E) criteria and where possible those labelled as desirable (D) criteria.

Criteria		Essential (E) or Desirable (D)	Method of assessment Application (A) Interview (I) Exercise (E)
Education	Degree level or equivalent	D	A
Qualifications	ICT Qualification – Level 3 or above	D	A
	Health and Safety and First Aid at Work qualification / training	D	A
Experience	Administration experience within an organisation or charity	E	A / I / E
	Experience of managing aspects of an office/building including insurance, maintenance, contracts, volunteers etc.)	E	A / I / E
	Experience of managing office supplies, including stationery, fundraising materials, toiletries and refreshments	D	A / I / E
	Experience of working in a busy office environment dealing with general enquires by phone, email and in person	E	A / I / E
	Experience of managing, organising and the facilitation of an event	D	A / I / E
Knowledge	Health and safety (including risk assessments, First Aid at work, Safeguarding of vulnerable people, legislation and implementation	D	A / I / E

	Data protection legislation and implementation	D	A / I
	Knowledge of social media platforms and how to make best use of them.	D	A / I
	Knowledge of QuickBooks or similar accounting software	D	A / I
Skills / Abilities	Ability to take accurate minutes of meetings and determine action points	E	A / I
	Ability to form good working relationships within an organisation	E	A / I
	Ability to communicate well using verbal and written communication skills.	E	A / I / E
	Ability to prioritise workloads and conflicting demands	E	A / I
	Strong administration skills	E	A / I
	Proven ability to use ICT equipment and software including Word, Excel, Outlook, and the Internet	E	A / I
	Aware of personal strengths and weaknesses working as part of a team	E	A / I
Personal Qualities	Managing self and relationships with others	E	A / I
	The post holder will work in a Christian environment; therefore, it will be necessary for the post-holder to have respect for the Christian faith, its values and be in sympathy with our organisational aims.	E	A / I
	Self-starting and use own initiative	D	A / I
	Problem solving and decision making	D	A / I
	Commitment to equality and diversity in the workplace	E	A / I