

Systems and Office Assistant **20 hours per week** **Line Managed by Senior Pastor**

Upton Vale are seeking a new member of Staff to work in two key systems areas that support the effective functioning of our office and wider church life. The two main areas can be broken down as:

- ChurchSuite Assistant (10 hours per week)
- Finance and HR Assistant (10 hours per week)

Ideally, we would like to have one person fulfil both roles under the title 'Systems and Office Assistant' but are willing to consider x2 10 hour per week roles for the right candidates.

The salary for the post is £15,000 – £17,000, depending on experience, and will have the equivalent of five weeks holiday per annum plus bank holidays. Contributions will be made to a pension scheme of the post holder's choice and will be subject to auto enrolment in the workplace pension scheme after three months. The post is subject to a six-month probationary period.

ChurchSuite Assistant

Key Responsibilities

- To input, maintain and expand the ChurchSuite database used in church life e.g. Address Book, Calendar, Children's database, flow, events, Small Groups and all active modules on ChurchSuite.
- To work alongside the ChurchSuite lead volunteer (Paul Rosser) to set the agenda, lead ChurchSuite team meetings and oversee volunteer work streams related to ChurchSuite.
- Liaise with wider staff team, including Pastors, to ensure ChurchSuite reflects the needs of the ministries and building requirements at Upton Vale.
- To be the key point of contact for all enquiries regarding ChurchSuite.
- Close working with Premises Manager in relation to room bookings and invoicing.
- Complete the Baptist Union Annual Return.
- During busy periods the postholder may be required to work additional (paid) hours as agreed with Line Manager.
- Covering the Church Office when other staff are absent, as agreed with Line Manager.

Skills and Experience Related to Role

- Proficiency with planning software, ideally ChurchSuite itself or a willingness to become highly proficient in its application and use.
- Proficiency with use of technology and integrated software systems.

Finance and HR Assistant

Key Responsibilities

- To work alongside the Chair of Finance Team (Andy White) to enable the efficient bookkeeping and finance record keeping against a monthly reporting timetable.
- Receive and file all invoices, requests for payment and card payments, and store online.
- Ensure all payments have sign-off authority from appropriate budget holder.
- Enter all information into accounts software - MyFundAccounting.Online.
- Set up payments on bank account as required (sign-off required by others).
- Manage room hire invoicing – raise invoices and control payments.
- Manage use of in-house credit card machine.
- Assist in production of monthly management accounts.
- Attend Finance Team meetings (essential – may involve evening working but currently Wednesday afternoon).
- Close working with Premises Manager in relation to room bookings and invoicing.
- Assisting in the preparation of job descriptions, liaising with HR Volunteer (Sally Sutton)/Peninsula and assisting with recruitment admin.
- Overview of GDPR requirements for Upton Vale and maintenance/updating policies as required.
- Key ICO contact for Upton Vale Baptist Church and acting as UVBC Data Protection Officer.

Skills and Experience Related to Role

- Previous experience with a finance role essential.
- Strong numerical skills and excellent attention to detail.
- Proficiency in accounting software and Microsoft Office, especially Excel.

Additional Personal Specifications

- Ability to work within the constraints of strict confidentiality as a result of the access to the Church accounts, Member details and knowledge of individual giving.
- Excellent communication skills and the ability to work well within a team.
- Strong organisational skills and the ability to manage multiple tasks and deadlines.
- It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian.
- Willingness to become/remain a Member of Upton Vale and be an active part of our worshipping community.
- Entitled to live and work in the UK.