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November 2022

Dear friend

### FINANCE ASSISTANT

Thank you for your interest in applying for the post of Finance Assistant at Bridge Community Church. As you will have seen from the advert the focus of the post is to assist the Finance Officer in maintaining the accounts for the Church and also to be responsible for managing the accounts for our two Trading companies.

I have enclosed

- An application form
- A Job description and Person Specification.

In completing the form, the interviewing panel will be looking for evidence that you have experience in all the essential criteria, and details of how you would hope to address these areas should you be successful. It would be helpful therefore not just to say 'I have been involved in ...' but rather be specific about the situation and, where appropriate, what the outcome was.

The panel will also require evidence or an explanation detailing how you feel you have the essential skills for the post and how you meet the personal qualities we are seeking. Again, illustrations of how you have used those skills and any outcomes would be helpful.

These should be included in the 'Reasons for applying' section and further pages can be added as required. You may also include an up to date and relevant CV if you wish.

The Closing date is **Monday 4<sup>th</sup> December** and interviews will be planned for mid-December.

If you have any further questions, please do not hesitate to contact me.

Thank you once again for your interest.

Yours sincerely

*Dave Kitchen*

Dave Kitchen (HR Manager)

MINISTRY TEAM

Stephen Reilly – Andrew Lancaster – Bawa Leo

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Finance Assistant</b>
<b>Period of Employment:</b>	Part Time 3 days a week
<b>BASED AT:</b>	Bridge Street Community Church Rider Street Leeds
<b>SALARY:</b>	Scale: £21,000 pro Rata
<b>REPORTING TO:</b>	Finance Officer
<b>MAIN PURPOSE OF JOB</b>	
<p>To assist the Finance Officer in ensuring that the charity maintains accurate and timely financial accounts and records in compliance with Charities SORP.</p> <p>The prime responsibility will be to manage the accounts of the Trading Subsidiaries and to support the management of the Church accounts as and when required.</p>	
<b>KEY RESPONSIBILITIES</b>	
Responsible for the day-to-day accounting entries of the accounts payable, accounts receivable and the cashbook using a computerised accounting system.	
Responsible for maintaining the general (nominal) ledger.	
Responsible for analysis of all Trading banking transactions and assist with monthly bank reconciliations.	
Prepare a weekly schedule of supplier payments and ensure all creditors are paid in accordance with the agreed terms and conditions.	
Raise sales invoices and follow up outstanding debtors.	
Manage the Contracts for Parking at BCC and monitor payments	
Manage the Income and expenditure of the Cafe	
Assist in the compilation and distribution of financial reports and information to the trustees of the main charity and Directors if the trading subsidiaries	
Manage all aspects of financial administration: correspondence, queries and query resolutions.	
Assist in the process for counting and recording of Sunday church offerings and ensure amounts are regularly banked as and when required	
Deputise in the absence of the Finance Officer on all financial matters within the scope the postholders expertise.	

## CONTACTS

**Internal:** All members of the church pastoral and operational/administrative organization.  
Members of the congregation for Gift Aid (when necessary).

**External:** The Church's bankers, all suppliers and debtors.

## SPECIFICATION

Qualifications	Essential	Desirable	Assessed By
Degree, AAT, financial qualification equivalent to NVQ level 3.		✓	Certificates
<b>OR:</b> Qualified by more than 5 years' experience working in financial accounts/bookkeeping.	✓		Application Form
<b>Experience</b>			
Practical hands-on experience in double entry bookkeeping, maintenance of a cashbook, bank reconciliations etc.	✓		Application Form Interview
Experienced in using a computerised accounting system such as Sage, QuickBooks, Xero, Opera etc.	✓		Application Form
Experience in compiling annual budgets and producing management accounts.		✓	Application Form
<b>Skills</b>			
Must understand the principles and practice of double-entry bookkeeping to trial balance	✓		Interview
Competent in use of MS Excel and MS Word.	✓		Application Form Exercise
Organised and efficient in managing their workload with an attention to detail and accuracy, whilst meeting key deadlines.	✓		Interview
Able to present financial information, both verbally and in writing, to non-specialists in a clear and concise way.	✓		Interview Exercise

<b>Personal Qualities</b>			
Maintain the highest standards of confidentiality, integrity and trustworthiness.	✓		Interview
A self-starter who is able to work with a minimum amount of day-to-day supervision and is able to exercise judgement in making decisions (following established procedures).	✓		Interview
A team player who engages collaboratively and supportively with other members of staff.	✓		Interview
<b>Other</b>			
Must support and adhere to the Church's Christian tenants, doctrine and ethos	✓		Application Form Interview