

St Andrew's

— CHARMINSTER —

Admin & Finance Asssistant

Welcome to St Andrew's

So far, 2023 has been a big year for St Andrew's. As a church community, we've experienced growth, both in depth of faith and numbers on a Sunday, and we're excited for all that God is continuing to do in the life of our church family as we look ahead to 2024.

Since the church was first built over 120 years ago, St Andrew's has always prioritised those beyond its walls and we want to continue in that tradition today. Following some challenging years, in late 2022 we began a new season of life together as part of a church revitalisation project which has brought us together under a new vision: 'Good News for Charminster'.

We're at a really exciting point as a church, where we are already seeing great change, plans beginning to come to life, and ways of working creating positive impacts on the church.

The role of Admin & Finance Assistant will be key to the growth and plans we have underway, as we look to expand on the use of the Parish Centre, streamline how we operate, and ensure that as we grow, we keep things going behind the scenes.

If this sounds like something you'd like to be a part of, we'd love to hear from you.

Love,

Jordan

Jordan, Operations Manager



Know, Be & Share

As a church, our vision is 'Good News for Charminster'. We unashamedly believe that God has got good things for all who live in this part of Bournemouth, and as followers of Jesus our role is to join in with what he is already doing.

Our vision is broken down into three key areas:

- Know Good News.
- Be Good News.
- Share Good News.

Central to who we are as a church, is the conviction that we want to know, be and share good news in the places that we find ourselves - whether that's at work, amongst friends and family, down by the beach or out and about in Bournemouth, we want to follow God wherever he leads.



So, we're looking for an Admin & Finance Assistant

This role is to support in the efficient running of the church's administrative and financial operations.

The ideal candidate should be highly organised, detail-oriented, and possess strong interpersonal and communication skills.



What will you be doing?

Communication:

- Handle phone calls, emails, and enquiries, directing them to the appropriate staff members where appropriate

Administrative Support:

- Provide comprehensive administrative support to church staff and leadership
- Maintain and organise church records, including membership data, attendance, and contributions.
- Take bookings for the Parish Centre (such as regular bookings and birthday parties) ensuring that invoices have been sent and paid and the calendar is kept up to date

Financial Assistance:

- Assist with financial tasks, such as processing donations, preparing financial reports and approving/processing expenses using Xero accounting software
- Work closely with the church treasurer to ensure accuracy and compliance with financial procedures.

Facility Assistance:

- Support the Operations Manager in ensuring the parish centre and church buildings are well looked after.

Who are we looking for?

You should have...

- An understanding, alignment and commitment to the mission and values of the church.
- Strong organisational and time management skills, with the ability to multitask and prioritise effectively.
- Proven experience in admin or finance is preferred but not essential
- Proficiency in using office software, such as Microsoft Office Suite (Word, Excel, PowerPoint) and email.
- Excellent written and verbal communication skills.
- Ability to work collaboratively as part of a team

The Details

Salary

The salary for this role is £11.50-£13 per hour, dependant on experience.

Working Hours

This is a part-time position for 14 hours per week. A working pattern is to be agreed with the candidate, with the primary place of work to be St Andrew's Church Office, 123 Shelbourne Road, Bournemouth BH8 8RD.

Term

This is a 1 year fixed term post, with possibility of extension and is subject to a 3 month probation period.

Annual Leave

25 days annual leave (pro rata), plus bank holidays

St Andrew's Charminster is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Sound good? Here's what to do next...

If you're organised, can juggle multiple areas and are a people person, we'd love to hear from you.

Please complete the application form and return to jordan@standrewscharminster.org

The closing date for applications is 9 October 2023, with interviews being held in shortly after.

