Job Description

CBA Finance & Administration Assistant

***The Central Baptist Association (CBA) covers churches in the historic counties of Bedfordshire, Buckinghamshire, Hertfordshire and Northamptonshire.***

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| **Job Title** | Finance & Administration Assistant |
| **Reports To** | Company Secretary, Central Baptist Association (CBA) |
| **Reports In** | None - but some co-ordination of volunteers required |
| **Key clients** | Regional Ministry Team (RMT), CBA treasurer, CBA churches, trustees and committees |
| **Hours** | 12 hours per week (flexible) |
| **Location** | Home based (predominantly, but travelling within the CBA region as needed) |

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| **Critical Purpose of Role**  Day-to-day administration of CBA, providing administrative support to the Regional Ministry Team, committees and trustees of CBA and providing book-keeping services | | |
| **Accountable for** | **Key Performance Indicators** | |
| **ADMINISTRATION** |  | |
| * Assist in preparation and circulation of committee papers in consultation with committee moderators. * Attend meetings and committees if requested to take minutes/notes. | * Members have access to agendas and background papers at least one week before meetings. | |
| * Assist in circulation of minutes and follow-up of matters raised | * Minutes published promptly together with answers to questions requested (within one week of meetings). | |
| * Assist in receipt and filing of minutes and actions from Council sub-committees and matters escalated as necessary | * All are received and matters escalated promptly to Regional Ministry Team as necessary. * All documents on relevant SharePoint. | |
| * Assist in maintaining and updating CBA entries for member churches, ministers and leaders in Baptists Together databases. | * Information is accurate and up to date | |
| * Action CBA social media posts using pre-agreed content. | * Information is accurate and up to date | |
| * Update Safeguarding training records of CBA ministers and member churches. Report on ministers with overdue DBS checks and / or Safeguarding training. | * All checks and records are up to date | |
| * Home Mission (HM) – liaise with the Moderator of the HM Growth Grant Committee and RM (Mission Development) to process HM applications and liaise with Mission Enablers | * All paperwork is received in time for HM Growth Grant meetings. | |
| * Assist the RMT to organise CBA events as needed (CBA Assembly, Retired Ministers lunches, Safeguarding training etc.) | | * All events are successfully completed in accordance with agreed standards | |
| * Baptists Together Settlement Process (BTSP) – keeping track of the churches and ministers in the settlement process including requesting and recording monthly updates | | * All churches and ministers in the settlement process are on the BTSP spreadsheet on SharePoint and are updated at the start of each month | |
| * Ministerial Recognition Committee (MRC) – processing applications including receiving the initial paperwork, sending off for references, organising preaching assessments and uploading all information onto the relevant databases | | * All paperwork available in time for the candidate to attend MRC, all systems are up to date. | |
| * Newly Accredited Ministers (NAM) – keep track of the progress of the NAM including keeping a record of their attendance at NAM events and requesting and collating the end-of-year reports. | | * All information on the system is up to date | |

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| **FINANCE** |  |
| * Obtain details of grant payments being made each month, post to accounting records, and create bank payment to recipients ready for authorisation | * Information is accurate and up to date |
| * Obtain details of Home Mission (HM) donations received directly into bank account and post to accounting records | * Information is accurate and up to date |
| * Receive HM donations made by cheque, make pdf copy of cheques and remittance advices, and post to accounting records | * Information is accurate and up to date |
| * Summarise HM donations received each month and create bank payment to BUGB ready for authorisation | * Information is accurate and up to date |
| * Obtain details of other receipts into bank accounts and post to accounting records | * Information is accurate and up to date |
| * Obtain details of payments made from bank accounts and post to accounting records | * Information is accurate and up to date |
| * Reconcile bank statements to accounting records monthly | * Information is accurate and up to date |
| * Receive expense claims, check they have been appropriately authorized, and post to the accounting records | * Information is accurate and up to date |
| * Obtain monthly payroll reports and post to the accounting records | * Information is accurate and up to date |
| * Create monthly payroll payments ready for authorisation | * Information is accurate and up to date |
| * Liaise with treasurer as necessary |  |

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| **Relevant Qualifications and Experience** | |
| Mandatory: | Computer literate in Microsoft Office (Outlook, Word, Excel and PowerPoint)  Experience using bookkeeping software |
| Desired: | Car owner with clean driving licence  Experience using Quickbooks Online |

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| **Person Specification** |
| **Key Qualities.** This role would suit someone who: - |
| * Is organised and can manage their own time * Can use their initiative * Is concerned about detail * Is a team player * Able to work under pressure * Is a good communicator * Demonstrates a commitment to the beliefs and values of the CBA |
| **Experience and Background.** Successful candidates are likely to have; - |
| * An interest in or personal experience of the CBA * Good organisational and computer skills * Previous administrative experience |