



CATALYST
VINEYARD CHURCH

JOB VACANCY:
FINANCE ASSISTANT
(PART TIME)

TO APPLY FOR THIS POSITION, PLEASE SEND YOUR CV
AND A COVERING LETTER TO INFO@CATALYST.VIN

DEADLINE FOR APPLICATIONS 10 MAY 2024



JOB DESCRIPTION - FINANCE ASSISTANT

JOB TITLE

Finance Assistant

RESPONSIBLE TO

Accountant

HOURS WORKED

22.5 hours per week. Preferable days would be Tuesday, Wednesday and Thursday, but there could be some flexibility for the right candidate. It is mandatory for this post to attend the weekly staff meeting (currently Thursday 12:15-1:15pm).

Fixed term 12 month contract

It is anticipated that staff will contribute additional hours to these into the life of the church in the same way that other church members contribute over and above their work hours.

SALARY PACKAGE

TBC

MAIN PURPOSE OF JOB

Assist the Accountant in maintaining accurate financial records.

MAIN DUTIES, TASKS AND RESPONSIBILITIES

To provide support to the Church Accountant, including:-

- Counting and banking the offering,
- Preparation of weekly offering bags
- Processing all Invoices, expenses and salaries and inputting them into SAGE



- Administration of Gift Aid – Keeping all Gift Aid records up to date and submission of monthly claim to HMRC,
- Administration of the Church Credit cards including input and reconciliation of credit cards payments,
- Maintain Standing order files and upload monthly into Sage.
- Payment of international quarterly payments.
- Monthly maintenance of Pension scheme.
- Update Sage codes with yearly budgets.
- Preparation of the monthly area reports from Sage
- Maintain the Fixed Asset Register
- Whatever else is necessary to contribute to the smooth operation of Catalyst Vineyard Church financial activities.

COMPETENCIES REQUIRED

- Educated to Higher Grade level or equivalent.
- Computer literate, with a good working knowledge of MS Excel and Sage.
- The candidate must be 'numeric', i.e. competent with numbers - able to process and comprehend numbers and figures but does not necessarily need full accountancy knowledge. They must however have an attention to detail.
- Excellent personal communication skills, in written and verbal form.
- Ability to use initiative and work proactively, to work under pressure and meet deadlines.
- The candidate must be able to maintain confidentiality.
- The candidate must be able to work at high capacity.
- The candidate must be willing to work flexibly during busy times of the month/year to ensure the work is completed within set time frames.



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PERSONAL SPECIFICATION

- As the role will include the engagement of the general public in pastoral duties (e.g. praying for someone who has come to our door), attending prayer meetings, staff prayer meetings and our Leadership Conference, there is a genuine occupational requirement that the candidate be a committed Christian, demonstrating Biblical discipleship, personal growth and accountability.
- A committed member of Catalyst Vineyard Church, attending one of our sites regularly, and part of a Connect Group.
- The candidate must be able to maintain confidentiality and should be a member of the Disclosure Scotland PVG (Protecting Vulnerable Groups) Scheme, or be willing and able to join the scheme.
- Applicants must subscribe to the Evangelical Alliance UK statement of faith.
- Applicants must be abiding by, committed to, and supportive of the Catalyst Vineyard Child Protection Policy,
- Applicants must be abiding by, committed to, and supportive of the Catalyst Vineyard Health & Safety regulations.