



# St Stephen with St John Westminster

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## Parish of St Stephen with St John, Westminster

### Bursar/Finance Officer

We are seeking an able Bursar/Finance Officer for this friendly and active central London parish. Working with the Vicar and Parish Administrator, the Bursar will have substantial responsibility for the management of the Parish's finances, including preparation of budgets and accounts, payroll, maintaining financial records, renewal of tenancies and overseeing supplier contracts. The post is for 2 days a week or equivalent (15hrs) with opportunity for flexibility in hours and place of work.

The Bursar's role will include:

**Management of bank accounts:** To include monitoring accounts to ensure they are not overdrawn and surplus funds earn interest; overseeing the security and banking of all monies; payment of bills, and issue of receipts where required.

**Staff and Payroll:** Responsibility for monthly payroll and year end routines; actioning payment of staff wages; co-ordination of annual pay review. Assisting preparation of staff employment contacts.

**Accounting records:** Maintaining the Parish books and accounting records, preparation of the annual accounts and annual report (including co-ordinating input from others) and coordinating the independent examination of the accounts.

**Lettings:** Responsibility for billing and collections of tenants' rents, utilities and service charges and as well as the fees from other hirers of Parish premises. Organising renewal of leases and coordinating any negotiations of leases.

**Budgets:** Preparing budgets and monthly budget reports for the PCC, Honorary Treasurer and the standing committee.

**Grant claims and tax refunds:** Preparation of grant applications for VAT on repairs and overseeing claims for Gift Aid and Gift Aid Small Donations Scheme.

**PCC support:** Providing administrative support and financial information for the Honorary Treasurer. Attendance at Finance Committee meetings. Preparing financial information for the annual return to the Diocese. Completing all necessary returns to the Charity Commission and HMRC. Advising on suitable policies for financial and governance matters.

**Trusts:** Acting as Clerk to Parish trusts to include maintaining accounting records, preparing annual accounts, co-ordinating meetings of the trustees, preparation of agendas and minutes, following up on actions and filing all returns to HMRC, the Charity Commission, overseeing and monitoring trust investments.

**Other responsibilities include:**

Completing PRS for Music returns

Advising on annual charitable giving and arranging payment of donations

Overseeing CAF Donate and contactless giving

Monitoring collection of parochial fees and submitting quarterly returns to the Diocese.

Overseeing the contracts for utilities

Co-ordination of insurance issues.

Providing assistance in the letting and overseeing of supplier contracts.

Undertake any other tasks which may be reasonably asked of the Bursar from time to time in order for the smooth running of the Parish

The Bursar will work closely with the Parish Administrator and the church wardens (which may require meetings outside normal office hours) and be in regular contact with the Vicar.

The Bursar will need:

- ❖ Book-keeping/accountancy skills and experience adequate to fulfil confidently the above requirements.
- ❖ Experience of computerised accounts
- ❖ A capacity to work much of the time without supervision, and to organise his/her own work reliably.
- ❖ A flexible approach towards working within a small and largely voluntary organisation, and good interpersonal skills.
- ❖ Sympathy with the aims of the Church of England, and ideally some familiarity with the church's structures.

The Bursar is employed by the PCC. He/she is accountable in formal terms to the Vicar and Churchwardens, and to the Hon Treasurer.

Leave entitlement is 4 weeks per year plus statutory holidays, and in addition the period between Christmas and New Year and Easter Week.

There is an opportunity for the role to be extended, dependent on experience and applicant, to include the role of treasurer and/ or project management responsibilities.