

**DIDSBURY BAPTIST CHURCH**  
School Lane, Didsbury, Manchester M20 6SX  
Tel. 0161 434 1451; [info@didsburybaptist.org.uk](mailto:info@didsburybaptist.org.uk)

### **Recruitment information**

Thank you for your interest in our current vacancies. Please find attached a copy of the job description and person specification.

There is no application form. Applications should be made by letter and a copy of your CV may also be attached if appropriate. Please ensure that the application includes full information about your previous, relevant, experience and details of **TWO** referees who may be contacted in connection with the application.

Additionally, please advise if there are any dates and / or times when you would not be available for interview in the week beginning 25<sup>th</sup> November 2019, if selected.

Please send applications by email to [info@didsburybaptist.org.uk](mailto:info@didsburybaptist.org.uk) with the subject line Job application

# DIDSBURY BAPTIST CHURCH

## Job Description

**Job Title:** Church Administrator and Book-Keeper

**Job Purpose:** To provide an administrative function to the church and minister and to support the Treasurer in maintaining the church accounts

**Line Manager:** The Minister (Administration); Treasurer (Book-keeping)

**Hours:** 14 hours per week

### Main Duties

#### Administrator

1. To be a point of welcome and first point of contact for visitors to the building
2. To liaise with building users, both regular and occasional bookings, including:
  - a. receive enquiries (by mail, e-mail, phone, personal contact)
  - b. respond to enquiries, check calendars for existing bookings, etc.
  - c. meet potential new users and show building / rooms
  - d. make arrangements for access, including issue and return of keys and receipt of deposit
  - e. provide contract and T&Cs docs
  - f. arrange for invoicing
  - g. enter bookings on Keep and Share Calendar
  - h. be available to users for continuing enquiries, changes, emergencies, etc.
3. To manage the caretaker
4. To oversee the running of the church office
  - a. receive and deal with general enquiries from public (by mail, e-mail, phone, personal visit)
  - b. answer phone / return phone messages
  - c. verify paperwork for DBS safeguarding checks
  - d. receive and distribute post
  - e. order and receive office and service supplies (e.g. stationery; charity gift envelopes, candles for Christmas services); arrange for equipment service/repairs etc. and attend for such visits
  - f. liaise with local Council office for election polling arrangements and organise caretaker's time as required
  - g. maintain church calendar on Keep and Share and produce printed copies as necessary
  - h. produce weekly service sheet, in conjunction with the Minister
  - i. produce calendar and prayer calendar for church magazine
5. Any other duties as may be agreed with the Minister

/continued

## Book-keeper

1. To maintain the church accounts using the QuickBooks software package, to include the following tasks:
  - a. entry of payments and receipts onto system
  - b. payment of incoming invoices
  - c. issue of outgoing invoices
  - d. issue of receipts, as required
  - e. initiate payments from church bank account (with authorisation from second signatory)
  - f. reconciliation of bank account with the system
  - g. maintain records of supporting documentation
2. To liaise with the Treasurer and provide up-to-date finance information as required.

## Person specification

### Essential

1. The post holder will work in a Christian environment, therefore it will be necessary for the post-holder to have respect for the Christian faith and its values and be in sympathy with the aims of the church.
2. Good inter-personal skills and the ability to engage with a wide range of people Good organisational and administrative skills
3. A high level of integrity, recognising the need to maintain confidentiality
4. Good IT skills, including familiarity with standard MS Office programs
5. Previous experience of accounts book-keeping
6. Ability to work independently and manage one's own workload

### Desirable

1. Experience of using QuickBooks for managing accounts
2. Some occasional flexibility in working hours so as to be available when attendance is required.

The successful candidate will be required to undertake a successful DBS check

**Duration of contract:** One year (in the first instance)

**Holiday entitlement:** 56 hours per annum (i.e. 14 hours x 4 weeks), plus Bank Holidays pro rata

**Rate of pay:** £10 per hour

**Probationary period:** 3 months

**Notice period:** One month's notice on either side

Issued: November 2019