**Greyfriars Kirk**

**Job Description – Finance Administrator (FA)**

1. **Background**

Greyfriars Kirk’s (GK) roots go back to 1620 and the site was a place of worship well before then. Today GK is a member of The Church of Scotland and it has a committed worshiping congregation. Through Greyfriars Outreach Ltd, the Kirk is available for rent for a variety of 3rd party uses such as music concerts, wedding receptions and special services. In addition, the Kirk welcomes about 55,000 visitors per year and visitor income is generated from donations and shop sales.   
  
Kirk Income overall comes derives from a combination of congregational giving and Outreach business operations. GK also founded the Grassmarket Community Project (GCP) and the Greyfriars Charteris Centre (GCC) which both have independent management teams. The buildings for these organisations are leased from GK.

**2. Role Purpose**

The role is a key role within GK. They will maintain the financial records of two separate entities (GK and Outreach) on Xero accounts. Both entities have separate bank accounts, and rely on feeder electronic applications such as Just Giving and Paypal. Most transactions are electronic although with congregational givings, visitor donations and a retail shop cash is used, and requires to be accounted for. This is a wide-ranging role and requires good numeric, IT (XERO, EXCEL and Word), organisational and communication skills and a can-do attitude. With a very small staff this role will also require hands on bookkeeping.

The role reports to the Operations Manager (OM), and they will be expected to support the OM in all day to day financial aspects. However, they will also be required to liaise with the Kirk Treasurer as required.

The role will also require an element of support and guidance over the bookkeeping and financial control at GCC, and preparation of draft management accounts for review.

**3. Expected outcomes for the role by which performance can be measured**

* Accurate and timely recording of day-to-day financial transactions.
* Preparation and submission of monthly Gift Aid claim. Preparation of monthly KPIs
* To review and submit quarterly VAT returns for GK.
* Preparation of draft Management Accounts.
* Provide all necessary supporting information for the year end audit/independent review.
* Assist with the preparation of annual budgets

**4. Key Tasks and Responsibilities**

## Financial Administration Kirk duties:

* Counting, banking and logging the Kirk collection
* Inputting and categorising income in Xero and Donations Coordinator.
* Keeping track of congregational standing orders and gift aid declarations.
* Prepare monthly “Givings” reports to send to Stewardship Convener.
* Submitting monthly gift aid claims to HMRC.
* Processing all purchase invoices on to Xero after ensuring the invoice is approved and appropriately coded.
* Inputting of all bank payments on to Xero.
* Monthly bank reconciliations.
* Making bank payments through the banking portal.
* Monitoring the current account balances.
* Collating monthly payroll data for processing and arranging salary and HMRC payments through the bank portal.
* Updating the pensions portal each month and making sure the correct contributions are collected.
* Invoicing Grassmarket Community Project and Greyfriars Charteris Centre for rental.
* Leading a team for collating and sending out “Thank you” letters to Kirk donors annually in April to cover giving over the previous tax year?
* Prepare monthly account reconciliations
* Prepare Draft Management Accounts, quarterly, for review with the Kirk Treasurer
* Ensure all transaction are adequately supported on Xero for annual audit and assist in preparation of annual reconciliations and collation of information required for the audit

**Outreach duties:**

* Monthly bank reconciliation.
* Collating income from Graveyard donations from Just Giving to repay City of Edinburgh Council quarterly.
* Preparing stocktake sheet for shop from iZettle for shop manager, and manage the valuation and valuation of the shop stock.
* Completing shop margin monthly reconciliation spreadsheet.
* Collate monthly visitor numbers, shop sales, tour and graveyard donations income report.
* Sending monthly visitor statistics to Visit Scotland.
* Invoicing for events in Xero as directed by Operations Manager.
* Transferring any online donations received through Paypal into intercompany account and post journal entry to Kirk account.
* Processing all purchase invoices on to Xero after ensuring the invoice is approved and appropriately coded.
* Inputting of all bank payments on to Xero.
* Making bank payments through the portal.
* Prepare monthly account reconciliations
* Prepare Draft Management Accounts, quarterly, for review with the Kirk Treasurer
* Ensure all transaction are adequately supported on Xero for annual audit and assist in preparation of annual reconciliations and collation of information required for the audit

**Other**

* Liaise with staff, volunteers, and other external parties in relation to GK business.
* Deputise for the Communications Coordinator in her absence with some general office duties.
* The above is not exhaustive and may include any other reasonable requests in support of Kirk, Outreach and GCC businesses.

**5. Terms and Conditions**

Workplace: Kirk office and GCC office (as required).

Reports to: Operations Manager

Salary: £30-35k pa (pro rata) - depending on experience

Annual Leave: 28 days plus public holidays pro rata

Pension: 5% employer contribution

Hours: 3-4days (26.25 hrs) per week. Some flexibility required.

**6. Personal Specification and Critical Competencies**

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| **Critical Competencies** |  |
| Good finance and book keeping skills with an attention to detail.  Ability to liaise with members of the congregation, customers and stakeholders.  Excellent numeric and communication skills and strong inter-personal skills. | Essential  Essential  Essential |
| **Technical knowledge/education** |  |
| Book keeping Qualification (**AAT or equivalent\*)**  Development and management of financial processes.  Experience of **Xero\***, Just Giving, iZettle, PayPal  Knowledge of Microsoft applications (Word, Excel, Calendar). | Essential (Mandatory)  Xero Book Keeping Certification Essential/Others Desirable  Essential |
| **Experience required for the role** |  |
| Proven track record in book keeping and financial administration. (Minimum of 5 years)  Previous experience in office administration.  Experience of managing and maintaining databases.  Experience of working for a charity (paid or voluntary) and/or experience of working with volunteers. | Essential  Desirable  Desirable  Essential  Desirable |
| **Aptitude and attitude** |  |
| Ability to work on own initiative to agreed plans and targets.  Flexibility.  Be a good organiser.  Interest in church/religious/arts activity. | Essential  Essential  Essential  Desirable |

\* Applicants should NOT apply for the position without the minimum requirements/qualifications indicated. Certificates of Qualifications will be required for verification prior to interview.

How to apply – two parts:

1. **Write (or type) a covering letter** to the Operations Manager, Greyfriars Kirk explaining why you consider yourself suited to the role of Finance Administrator.
2. **Enclose your CV**. This should contain **your employment history**, education qualifications, hobbies and details of **two referees** from separate recent employment.

Send both documents to:

[communications@greyfriarskirk.com](mailto:communications@greyfriarskirk.com)

Deadline: **midday Wed 15 February 2023**.

Selection will be by interview by the Operations Manager and Kirk Treasurer (CA).