



# URBAN SAINTS

**Finance**

**Administrator**

**Information Pack**



# URBAN SAINTS

## ABOUT URBAN SAINTS

Around 95% of young people do not actively engage with Church. The mission of Urban Saints is to make young disciples for Jesus, meeting young people wherever they are and introducing them to Jesus. Our vision is to be an effective disciple-making movement, reaching young people in every community in the UK and Ireland.

Our amazing volunteer leaders gather young people and children together with brilliant weekly groups, and wonderful camps. Tens of thousands of children and young people have been loved, discipled and launched into the world to make a difference for Jesus Christ through Crusaders (our name until 2006) and Urban Saints.



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## THE ROLE

### Overall Purpose of the Role

To be a valued and effective member of the Finance Team. Responsible for processing and recording all income including donations and subscription fees.

### Key Responsibilities

- Record all income in our CRM (ThankQ) database on a timely basis.
- Maintain pledges and gift aid records for all donors and subscribers on our database.
- Prepare the export from database to our accounts package SAGE.
- Process income vouchers, cheques received and card donations.
- Process Direct Debit collections.
- Weekly deposits to the bank which requires coming to the office once a week.
- Maintain accurate income records and filing in accordance with all regulations including GDPR.
- Provide income reports to the finance and wider team.
- Collaborate well across all teams
- Provide general administrative support including answering the phone and helping with donations enquiries.
- Attend all relevant team gatherings.
- As the role progresses there will be opportunities to develop by providing back up cover and therefore resilience within the finance team.
- For example - Raising customer invoices in SAGE and tracking aged debtors for credit control purposes.

*(The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.)*

## THE PERSON

### About You

We are looking for someone with a passion for detail, and an understanding of finance.

### You will be able to demonstrate the following:

#### Knowledge and Experience

- Experience of working within a team.
- Experience of working in an admin role.
- GCSE English and Maths (or equivalent).
- Demonstrable experience of working with high volumes of data.

#### **Desirable:**

- Understanding of the Charity context.
- Advance level of MS Excel - manipulation of spreadsheets, charts and formulas.
- Bookkeeping experience.
- Experience using SAGE accounts software.
- Previous experience in a finance administration/assistant role.

#### Skills and Abilities

- Good attention to detail.
- Eager to learn.
- Excellent organisational and admin skills.
- Good standard of literacy and numeracy.
- Confident in use of MS Office and particularly Excel.
- Able to work well within a team.
- Can demonstrate good interpersonal skills.
- Good written and oral communication skills including confident, customer-friendly telephone manner.
- Ability to deal with confidential information appropriately.
- Flexible and adaptable approach to working.
- Ability to solve problems and work Independently.
- Analytical skills.

#### Christian Ethos

Given that the organisation is seeking to live out a Biblical lifestyle, all applicants must be committed to the aims, ethos and values of Urban Saints.

We highly value a diverse and inclusive team and are committed to an equitable work environment where every person is set up to thrive. Having a diverse workforce allows us to benefit from a variety of perspectives and give us strength in the work that we do. We encourage all qualified candidates to apply.



## BENEFITS

- 25 days holiday (pro-rata) plus eight days bank holidays (pro-rata).
- Pension scheme – we contribute 6% of gross salary to the Urban Saints pension scheme.
- Life assurance – you will receive life assurance cover to the value of four times your annual pensionable salary.
- Flexible working – we offer flexible working arrangements to optimise work/life balance.
- Eight volunteering days (pro-rata) – you will have an opportunity to volunteer for one of our events or a similar charity of choice.

## TERMS AND CONDITIONS

Salary Range: £22,000 pro-rata p/a

Hours: 20 hours a week

Contract: Permanent, starting as soon as possible

Location: Hybrid - 50:50 home and Luton office

All job offers will be subject to satisfactory references and DBS.

## HOW TO APPLY

To apply for this role send an email to Johana Parker at [recruitment@urbansaints.org](mailto:recruitment@urbansaints.org) with:

- your CV
- a completed Recruitment Monitoring Form (available at [urbansaints.org/jobs](http://urbansaints.org/jobs))
- a covering letter (no more than one page) which includes why you are applying for this role and why you think you are the best person for the role?

**The closing date for applications is 5th June 2022.** Interviews will be held on 15th June 2022.

Urban Saints is unable to employ anyone who does not have the legal right to remain and work in the UK. For more information, visit: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

