



Passionate about church life?

Vacancy – Church Administration and Finance Officer

We are a warm, Bible-centred church family committed to helping people, wherever they are from, get to know Jesus and grow in their faith. Our mission is to make Jesus known and to support one another in following and sharing him in our daily lives.

We are seeking a gifted, experienced, and skilled **Administration and Finance Officer** to join **Christ Church Crouch End** on a part-time basis to support our ministry. The purpose of this role is to oversee and facilitate the day-to-day administrative and finance operations of the church, working closely with the staff and leadership team.

As a faith-based organisation and place of Christian worship, our beliefs are at the heart of everything we do. The **Administration and Finance Officer** will be expected to share these beliefs, join in the spiritual life of the church, and play an active part in supporting and carrying out our *mission and vision*.

Key Responsibilities

A member of the Christ Church Staff Team

- To attend and contribute to weekly staff and prayer meetings, training days, and retreats as directed by line management
- To undertake appropriate training as agreed with line management

Church Office Management and General Administration

- Provide general administrative support to the Staff Team and PCC
- Manage the church database system (ChurchSuite). Administer the church diary, arranging appointments and setting up meetings when requested
- Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensure that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees)

- Order supplies for church ministry, including stationery, office supplies, communion supplies, etc
- Oversee the maintenance of equipment in the Church Office and ensure we are compliant with any maintenance and service contracts held by the parish (e.g. Alarm services, Fire Appliances, Boiler inspection)
- Assist with the purchase of office equipment
- Ensure a safe and clean working environment within the office areas
- Review and implement procedures to ensure clear, efficient and effective church office operation
- Provide administrative support to the various Children's/Youth activities at Christ Church, in close liaison with the children's coordinator and youth leaders
- Encourage, develop and manage volunteers to assist with administrative functions
- Support the Safeguarding Officer(s) with administrative support (including the processing of DBS applications)

Finance Administration

- Provide administrative support to the treasurer and PCC finance subcommittee.
- Preparing and logging invoices and expenses ready for payment
- Counting, recording and banking of money collected at weekly services

Church and Parish Communications

- Manage all parish correspondence, including post, e-mail and answerphone
- Ensure internal and external notice boards are kept tidy and up to date
- Assist with the production of regular church family publications, including the weekly email newsletter
- Coordinate church mailings
- Preparing all printed and on-screen slides and materials for Sunday and other services

Premises and Lettings Management

- Manage regular lettings, including collecting and giving regular feedback to tenants, ensuring an ongoing constructive dialogue
- Update, issue, and monitor letting contracts
- Purchase sufficient materials and equipment for cleaning
- Provide administrative support for any purchasing (i.e. furniture, resources, equipment, etc)
- Maintain accurate records of keyholders

Key Relationships

- Clergy (who will guide day-to-day activities)
- Parochial Church Council (PCC)
- Members of the church family/volunteers with responsibility for specific areas (e.g. Buildings Manager, Treasurer, Ministry Team Leaders)
- Members of the public – be the first point of contact for church/parish enquiries
- Partners and suppliers (including the Diocese of London)

Terms and conditions

Accountable to: Christ Church Parochial Church Council (PCC)

Reporting to: The incumbent/Church Wardens

Responsible for: Any administrative volunteers

Salary: £25,207 – 26,100 Pro Rata (depending on experience)

Hours of Work: 21 Hours per week (hours/days negotiable)

Holiday Entitlement: 20 Days per annum (plus statutory bank holidays) Pro-rata

Location: Christ Church Crouch End, Crescent Road, London, N8

Other Requirements: This role will be subject to an Enhanced DBS Check for the post holder

Genuine Occupational Requirement: This role has an Occupational Requirement to be a committed Evangelical Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010

Person specification

Personal Faith	Essential	Desirable
A personal faith in Jesus Christ	Y	
Attitude, Character and Ability		
An approachable, easy-going personality	Y	
Well-motivated and a self-starter		Y
A good 'people person' with strong interpersonal and communication skills; having a professional telephone manner and able to manage volunteers.	Y	
An energetic and dynamic approach to life		Y
Ability to prioritise conflicting deadlines	Y	
Enjoys working as part of a team	Y	
IT and Communication Skills		
A competent working knowledge of computers and spreadsheet programs such as Excel and Publisher, Word	Y	
Excellent written and verbal/nonverbal communication skills, including the ability to draft high quality responses to enquiries and queries	Y	
Good knowledge and confident in use of ProPresenter (or similar worship presentation software) or an aptitude for new applications		Y
Experience of creating and maintaining web pages using a Content Management System (CMS)		Y
Experience of using and maintaining a Church Database (in particular 'ChurchSuite')		Y
Knowledge		
Knowledge of the day to day operational and organisational needs of a church		Y

Knowledge of the Church of England – ministry, worship and structures		Y
Experience		
At least two years' experience and a good track record of working in an administrative role in a busy office	Y	
Experience of working in/for a Christian church		Y
Training and Qualifications		
A Degree/diploma		Y
Willingness to undertake training relevant to this role	Y	