

Job Description

Job Title	Finance Administrator
Area/Department	Finance /Administration and Resources
Reporting to	Financial Accounting Manager
Direct Reports	None
Location	The Office of General Assembly, 86 Tavistock Place, London, W1CH 9RT
Travel	None
Working Hours	21 hours per week
Job Summary: This role ensures the effective running of the direct debit system for collecting contributions to the central URC funds from approximately 1,400 local churches around the country, ensuring proper recording of receipts and payments and administration of legacies receivable.	

Background: The URC is activist, dissenting and motivated by social justice. It is also committed to theological and cultural diversity. The URC is conciliar which is a core part of its ethos and polity and shapes how the Councils of the Church make decisions. As the team serving General Assembly, our collective task is to implement the decisions of General Assembly and Assembly Executive. The teams which make up the Office of General Assembly (Faith in Action, Ministries, Governance and Administration and Resources) are diverse in their tasks and areas of expertise but are united by a common purpose; in our different ways we exist to support and enable and support the wider church and its members in local churches and across synods.

Administration & Resources team provides support to all those working from the Offices of General Assembly either in person or remotely. Therefore, an ethos of positive customer service is important so that the wider work of the General Assembly is effectively facilitated. The Department covers the core work areas of Compliance, IT, Buildings & Facilities, Records and Archives, Website and Database, Finance, HR, Payroll and Pensions. The Finance team is primarily concerned with the financial management of the URC Trust's resources. It maintains accounting records, prepares annual accounts, and collects maintenance of ministries ('M&M') contributions from churches. It also provides the same core finance functions for the

Principal responsibilities and duties

Church Contributions - Ministry and Mission (M&M) Fund

1. Collect M&M contributions and other sums from churches via the direct debit system, ensuring the proper operation and updating of bank mandates and BACS collections.
2. Receive cheque payments from churches and allocate incoming standing orders, ensuring that the accounts system and church collections database are updated.
3. Perform the monthly reconciliation between the database and finance system and provide monthly M&M contribution reports to synod (i.e. regional) offices of the Church.
4. Deal with general correspondence from local churches and Synods relating to M&M contributions.
5. Prepare for annual amendments to each church's contribution pledge by providing an annual return to each Synod for completion. Update the database with amended contribution pledges and advise the collection amounts to each local church.
6. Carry out monthly and end of year checks and procedures, including production of summary reports.

Banking and Sales Ledger

1. Regular banking, recording and allocation of contribution monies received.
2. Recording of all other bank statement transactions (e.g. Direct Debits paid, standing orders and ad hoc receipts)
3. Maintain the Petty Cash float and associated authorisations and records.
4. Monitor the URC's banking position and cash flow.
5. Prepare the necessary journals for all movements on the bank account.
6. Assist the Chief Finance Officer with other tasks as required.

Legacies

1. Record all new notified legacies for the URCT on the Legacies Database.
2. Respond to queries relating to any notified legacies, in consultation with the CFO.
3. Maintain electronic folders for all legacy correspondence.

Other Ad Hoc Duties

1. Provide cover for the Payments Administrator during periods of absence, including carrying out the weekly payment run and processing authorised payments and expenses.
2. Respond to payment-related queries during periods of cover, as required.
3. Undertake other finance administration tasks within the Finance Office.

Key Collaborations

- Chief Operating Officer.
- Financial Accounting Manager
- Payroll Manager.

Working with Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the Chief Finance Officer.

1. Annual Treasurers' Consultation: *annual gathering of the synod treasurers with the Church Treasurer to update them on developments within the Church; attendance may be required to answer any questions the treasurers may have relating to the M&M collection process.*
2. URC Investment Committee: *meets 2-4 times per year: minute taker.*

This role is not a member of General Assembly or Assembly Executive and is not expected to have direct contact with these bodies or the regional and national synods of the URC except as described above.

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Communicate effectively with colleagues and internal and external customers [C].
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Act in ways that protect own and others' health safety and security [C].
4. Deliver excellent customer service [C].

5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance [C].
6. Promote, monitor and maintain best practice in data protection principles and practice [E].
7. Ensure compliance with safeguarding practice [C].
8. Maintain confidentiality at all times [Role specific].
9. Provide accurate financial information according to agreed deadlines [Role specific].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs, and this job description will therefore be subject to periodic review and change if required.

Updated September 2026

Person Specification

Job Title: Finance Administrator

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Educated to A level standard 2. AAT qualification or similar	• accountancy	CV
Experience	3. Direct debit collection management 4. Banking including bank reconciliations 5. Posting receipts and payments to ledgers 6. Petty Cash management 7. internet banking system 8. Budget management	• minute taking • accountancy	CV/Interview
Knowledge	9. Working with databases	• the United Reformed Church and its structures	CV/Interview

		Sun Finance System	
Skills and Abilities	10. MS 365, particularly Excel, Word, Outlook Access, SharePoint 11. Accuracy and attention to detail 12. Numerate and able to produce statistics 13. Strong administrative and organisational skills 14. Excellent interpersonal skills 15. Customer care: needs to be able to respond to queries in a calm, helpful and positive way. 16. Strong sense of personal responsibility and initiative 17. Ability to work to tight deadlines 18. Team player		CV/Interview
Other	19. Willing to work within the Christian ethos of the United Reformed Church		CV