

JOB DESCRIPTION

Job Title:	Diocesan Finance Administrator
Unit:	Mothers' Union Diocese of Coventry
Hours:	minimum 6 hours per week
Contract Length:	Permanent
Reporting to:	Mothers' Union, Coventry Diocese (Trustee Board)
Direct Reports:	No staff responsibility attached to the post
Location:	1, Hill Top, Coventry, CV1 5AB
Salary:	£11.55 to £14.50 per hour dependant on experience

Who we are

Mothers' Union is a Christian women-led, volunteer movement founded in 1876, with a membership of over 4 million worldwide in 84 countries, some 45,000 of whom live in the UK and Ireland. Based on Christian fellowship, members express their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice and violence. www.mothersunion.org

The aim and purpose of Mothers' Union is to demonstrate the Christian faith in action by the transformation of communities worldwide through the nurture of the family in its many forms.

Job Purpose

This is a critical role that offers the chance to help shape and drive the Mothers' Union in the Diocese of Coventry to:

- ensure that the finance & administrative work of Mothers' Union within the Diocese of Coventry is carried out efficiently and effectively in line with its Aims, Purpose and Objectives, as directed by the Board of Trustees.
- maintain the efficient running of the Mothers' Union Diocesan Office, for the benefit of all Mothers' Union members,
- support the work of the Diocesan President and members of the Board of Trustees and
- liaise with Mothers' Union Headquarters at Mary Sumner House, London (MSH) on matters of administration.
- support the local Website Coordinator with the Mothers' Union website and Social Media content, to promote the outreach of Mothers' Union Diocese of Coventry.

Key Responsibilities

- To be the first point of contact for those making general enquires by phone, email, other correspondence and in person.
- Creating, maintaining and updating filing systems, records, files & databases.
- Maintain proactively an office diary & produce a year plan.
- Process monies received into the office, record monies and make payments of invoices & bills.
- Be responsible for preparation of regular monthly finance reports including bank reconciliations, the annual budget, monitoring of cashflow and the preparation of the Annual Report & Accounts for the Charity Commission

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- Support all meetings of the Board of Trustees, Finance Committee, Deanery Chairs, Officers meeting, the Members Day and AGM, including taking minutes & distributing reports
- Update our MU Coventry Diocese website and maintain an online presence.
- Prepare, if requested, posters and leaflets to promote MU activities.
- Prepare and print service booklets for services throughout the year.
- Prepare and carry out the necessary arrangements for elections to the Trustee Board.
- Management of online venue bookings for Trustees meetings, assist the Trustees in the organisation of Mothers' Union events & Diocesan Services such as Members Days, Advent Service & Lady Day service.

Work Location

- This role will be based at our Diocesan Office at 1, Hill Top, Coventry, CV1 5AB. There are members of the Coventry Diocese Cathedral Office who work in this office and we share a desk and IT that has been allocated to Mothers' Union Coventry Diocese for a number of years.
- The nature of your appointment means that you may be required to work occasionally at locations other than your main place of work e.g. other meeting venues around the Diocese.
- Your working hours will not be less than 6 hours per week, flexible across 2 days and to be agreed with the MU Diocesan President. The Trustee Board does not operate payment for overtime. Staff are expected to work such additional hours as are reasonably necessary for the effective performance of their duties. However, time off in lieu will be granted with the prior agreement of the Mothers' Union Diocesan President.

Training and Review

- You will participate in an annual performance review with a delegated member of the Trustee Board. Additionally, after six months you will meet with the appointed Trustee to review progress and performance against objectives
- The role will require Safeguarding Training (Basic Awareness level)

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Attributes	Essential	Desirable	Means of Assessment
Qualifications			
Relevant demonstrable experience in finance experience as well as proven administration experience	√		
Finance qualifications		√	
Experience			
Process management, good at figuring out processes necessary to get things done into efficient work flows	√		
Ability to keep confidential all sensitive information	√		
Financially confident with good data analysis skills in finance.	√		
Knowledge of, or a willingness to quickly build competency in social media and preparing campaigns	√	√	
Working knowledge of General Data Protection Regulation (GDPR)	√		
Skills/Abilities			
Exceptional relationship building skills, with the ability to build strong relationships internally with Trustees, Members, The Clergy and externally.	√		
A creative approach and self-starting ability to create effective solutions	√		
Methodical, organised and able to work with attention to detail.	√		
Ability to work on your own but also function as part of a team, confident to take the initiative. Prioritise a varied workload, work to deadlines	√		
Attention to detail, an eye for good design and experience in developing and applying a strong brand across a range of channels	√		

Computer literate, especially in the use of Microsoft 365 (Word, Outlook, Publisher, PowerPoint & Excel). Technical design skills, from the design features in Word and PowerPoint through to Publisher	√		
Excellent organisational skills with good time management to stay on task. Uses time well with records management skills to keep organised, accurate and easy to understand records and can retrieve information efficiently	√		
Personal Qualities	√		
Strong belief and enthusiasm for the approach Mother Union has to social justice around the world.	√		
Regularly evaluates own performance to build on strengths and identify areas to improve	√		
In order to support Mothers' Union in delivering its mission, vision and aims and objectives, the preferred candidate will be sympathetic to, or have an active Christian faith and be a member of a church community.	√		
Possesses integrity and trust, seen as trustworthy by others, practices direct, honest and transparent communication, responds to situations with constancy and reliability	√		AF