

St Anne's Lutheran Church (London) Administrator Job Specification

Key tasks

- Maintain and create effective filing and data management systems for the organisation
- Manage the correspondence and records associated with baptisms, confirmations, funerals, and weddings.
- Ensure external enquiries and general correspondence are well managed
- Offer general administrative support to the clergy team including co-ordinating rotas and diaries
- Assist in the organisation of events
- Review and maintain supplier records, (including subscriptions, memberships, insurance etc.)
- Operate at all times within GDPR policies and procedures
- Manage and administer any service contracts including office equipment, etc.
- Be the point of contact for matters relating to health and safety and management of the office environment including liaison with the Administrator of St Mary-at-Hill and managing the accident book

Finance

Key tasks

- Perform all day-to-day bookkeeping duties using Excel, liaising regularly with the Treasurer
- Maintain all necessary accounting records including invoices, expenses, payments, and transactions
- Ensure payments are made as scheduled and processed through the bank
- Manage the petty cash and other funds held in cash
- Respond to general enquiries relating to accounts receivable and payable
- Liaise with the payroll bureau
- Work with non-finance team members to ensure financial information is accurate
- File financial, regulatory, and legal information with statutory bodies
- Maintain accurate financial information regarding donations and grants, including sources of donations and Gift Aid
- Assist with annual budgeting
- Assist with annual audit process
- Oversee the Annual Reports and Accounts process

Governance support

Key tasks

- Service monthly Board of Trustee meetings, including collating and formatting of papers and minute taking
- Maintain accurate Trustee records,
- Manage information relating to the Charity, including legal documentation required by external bodies including the Charity Commission and Companies House
- Act as the approved representative for applications to the Disclosure and Barring Service (DBS)
- Support Trustees to ensure policies are regularly reviewed and kept up-to-date

General

- Self-motivated and a strong team player
- Confident at communicating appropriately and sensitively with a wide range of people
- Other additional tasks relating to the role and the smooth running of the organisation.

Person Specification

Knowledge, Skills and Experience

Essential

- Proven experience in office administration
- Bookkeeping ability or experience
- Excellent organisational skills including attention to detail, record keeping and data management
- Highly organised with the ability to prioritise the workload and multi-task
- Self-motivated
- Ability to work with minimal supervision
- Good written communication skills, including accurate minute taking
- Strong verbal communication skills; able to communicate with confidence, tact, and clarity with a range of people in a variety of settings
- Ability to work flexibly and to tight deadlines
- Strong IT skills especially of Microsoft Office
- Knowledge of HR administration processes within a small team
-

Desirable

- Demonstrable experience of using cloud-based file storage systems and email such as Google Workspace or Dropbox
- Professional (bookkeeping or accounting) qualification (AAT/IAB/ACCA/CIMA) (completed or in process)
- Experience in charity governance, particularly servicing a Board of Trustees and associated Committees
- Knowledge of charity finance and regulation
- Experience of managing volunteers or interns
- Ability to update websites and social media

Personal Attributes

- Be in sympathy with the ethos of the Lutheran Church
- A commitment to equality and diversity
- A can-do attitude and openness to learning and development
- Occasional unsocial hours required