



JOB DESCRIPTION

Job Title:	Finance Assistant
Location:	The King's Centre, Osney Mead, Oxford, OX2 0ES (with some working from home possible if desired)
Hours:	18-32 hours per week (45-80% FTE)
Job Type:	Permanent
Responsible to:	Finance Manager
Salary:	£29,000-£32,800 FTE per annum depending on experience

We are looking for an enthusiastic, motivated, capable person to join our team. You will be responsible for processing financial transactions, preparing reconciliations, and other finance work. This is a great opportunity for someone with strong administrative skills to contribute to a dynamic team. There will be opportunities for growth and development.

Applications

To apply, please send your CV and a covering letter outlining your suitability for this role to Sarah Restall, Finance Director <sarah.restall@occ.org.uk>

Please note we are only able to consider applicants who already have the right to work in the UK.

Closing date: 9am, Monday 1st December

Key Responsibilities

- Accounts Payable (purchases) and Accounts Receivable (income) data entry
- Preparing and processing payments
- Investigating and resolving issues relating to purchases and income
- Preparing bank and supplier statement reconciliations
- Managing and accounting for petty cash
- Preparing manual journals
- Inputting donation information into ChurchSuite
- Liaising with the bank for changes to mandates, cards, etc.
- Dealing with internal and external queries by phone and email
- Other ad hoc requests as directed by the Finance Manager

About you

To thrive in this role you will have strong administration skills, keen attention to detail, enthusiasm and a strong work ethic. Previous experience of finance is desirable, but not essential. You will be capable, flexible, and willing to learn new systems and skills.

Oxfordshire Community Churches is a charity working for the spiritual and social good of the community in Oxfordshire and beyond. It includes a family of ten churches, an independent fee-paying school, and a Christian housing project. More information about all parts of the organisation can be found via www.oxfordshirecommunitychurches.org We welcome applications from anyone willing to work in line with the charity's ethos, vision and values and who is sympathetic to the Christian faith.

PERSON SPECIFICATION

Skills and Abilities	Essential / Desirable (E / D)
Strong attention to detail and accuracy	E
Problem-solving mindset	E
Ability to work well independently and as part of a team	E
Ability to communicate well with others	E
Ability to use initiative and be proactive	E
Ability to pick up and use new systems and processes quickly and confidently	E
IT literate with knowledge and proficiency in M365	E

Personal qualities	Essential / Desirable (E / D)
A servant hearted attitude	E
Flexible and willing to be involved in a wide range of tasks	E
Willing to give and receive constructive feedback	E
Committed to personal growth and development	E

Experience	Essential / Desirable (E / D)
Experience in an administration role	E
Experience of using financial accounting software	D
Experience working in a church or charity environment	D