



Church Office & Finance Administrator (Part-Time)

Richhill Presbyterian Church
£16–£18 per hour
20–25 hours per week

Richhill Presbyterian Church is seeking a highly organised and dependable **Church Office & Finance Administrator** to join our friendly and collaborative team. This is a key role at the heart of our church community, supporting communication, administration, and financial processes that enable church life to flourish.

You will work closely with the Minister, Kirk Session, church committees, and volunteers, helping ensure the smooth day-to-day running of church operations. The role offers autonomy and flexibility within a supportive environment.

Key Responsibilities

General Administration

- Provide administrative and clerical support to the Minister, staff, and church leaders
- Prepare and manage church publications (weekly announcements, calendars, service PowerPoints, etc.)
- Maintain and update the church database (Omega), ensuring GDPR compliance
- Welcome visitors and provide a warm, hospitable first point of contact
- Support the organisation of church events and activities

Financial Administration

- Maintain accurate financial records using Excel and accounting software
- Prepare monthly and annual accounts, including bank reconciliations
- Support annual audits and ensure compliance with Charity Commission requirements
- Administer payroll in line with HMRC requirements
- Manage Gift Aid submissions and Free Will Offerings records

Safeguarding Administration

- Maintain safeguarding training records and monitor compliance
- Track renewal deadlines and organise training sessions
- Maintain accurate safeguarding documentation, including incident logs and correspondence
- Support safeguarding reporting requirements



About You

Essential Skills

- Minimum of 4 year's clerical/administrative/book keeping experience. Experience in maintaining a financial records system & compiling final accounts.
- A minimum of 5 GCSE passes at Grade 'C' or higher (including English Language and Maths) or equivalent qualifications.
- IT skills : Proven Experience of using Microsoft Office Software, including Word, Publisher, Excel and Power Point.
- Experience of financial management software.

Personal Qualities

- Strong organisational and administrative skills with attention to detail
- Ability to handle sensitive information with confidentiality
- Excellent communication and interpersonal skills
- Warm friendly welcoming personality empathetic and supportive
- Ability to work independently and manage a varied workload
- Willing to support and work within the Christian Ethos of the Presbyterian Church

Reporting To

The Kirk Session of Richhill Presbyterian Church

Why Join Us?

- Be part of a welcoming and supportive church family
 - Play a meaningful role in supporting the life and work of the church
 - Enjoy a flexible, part-time position with varied responsibilities
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How to Apply

To apply, please submit your CV and a short covering letter outlining your suitability for the role to trevor.jgraham@hotmail.co.uk