

**Salary:** £8,326.54 – actual salary (equivalent to a full time salary of £20,816.35)  
**Hours:** 15 hours per week, days of work are flexible and to be discussed  
**Number of roles:** 1  
**Location of workplace:** Wigan Investment Centre  
**Holidays:** 99 hours including pro rata bank holidays (equivalent to 25 days holiday + 8 bank holidays full time)  
**Reports to:** Core Services Manager. Employed by the Wigan Deanery Trust.

**Start date:** November 2022

### ***Purpose of role:***

*To facilitate the effective management of the Wigan Deanery Trust (WDT) and Church Wigan finances including payroll, working with the existing part time finance officer and the WDT trustee responsible for finance.*

### ***What we are looking for:***

A capable and experienced finance officer to offer themselves in this role to work with the Core services team, serving Church Wigan.

### ***Responsibilities of the Finance Officer role:***

*(these cover the whole Finance Officer role; specific duties/objectives will be agreed for this post)*

- Run payroll for the Wigan Deanery Trust using the Payroll Manager software, including management/payment of PAYE through the HMRC portal and payment of pensions through NEST.
- Run payroll for the funerals service and pay fees to PCCs and LDBF.
- Run payroll bureau for the Parishes.
- Undertake banking and maintain accounting records for the Trust’s core business (including the funerals service) using the Paxton software.
- Produce quarterly management reports for Wigan Deanery Trust.
- Carry out the financial decisions made by the Trustees, ensuring that appropriate financial systems and controls are used.
- Ensure that all financial transactions are properly authorised, recorded and in a timely manner.
- Prepare the annual financial statements for approval by the Trustees.
- Create and maintain financial records using the Paxton system for the Next Generation and Lifted ministries, including the food provision.
- Liaise with the independent examiner as required.
- If requested by HMRC, submit a Corporation Tax return.
- Oversee and manage various project budgets supported by Wigan Deanery Trust
- Report to the Trustee responsible for finance and attend Trustee meetings as required.
- Any other duties as designated by the Core Services Manager

### ***Person Specification:***

*Each of the following criteria will be assessed via: (a) application form; (i) interview*

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>

<b>Qualifications</b>	Competent bookkeeper qualified by experience	An appropriate Accountancy qualification (eg AAT)
<b>Spiritual &amp; Personal</b>	<p>A person of integrity who can keep absolute confidentiality (a/i)</p> <p>Ability to take responsibility to ensure tasks are completed (a/i)</p> <p>Good with detail, a completer/finisher, but also able to facilitate the work of others (a/i)</p> <p>Good inter-personal skills (a/i)</p> <p>Ability to work in a team and on own initiative (a/i)</p> <p>Shares the values and the ethos of the Church of England (i)</p> <p>A proven problem solver with resilience and flexibility (a/i)</p>	A member of the Church of England (a)
<b>Financial</b>	<p>Experience of financial processes and procedures. To be able to assist with the budgeting process. (a/i)</p> <p>Accounting and banking experience in a context of an organisation with an annual turnover of up to £500,000. (a)</p>	Financial experience in the voluntary sector (a)
<b>IT Skills</b>	<p>Experienced in using small business accounting packages (a)</p> <p>High level of IT proficiency using Microsoft Office. (a)</p>	Experience of using small business payroll software (a)
<b>Knowledge and Skills</b>	<p>A good and effective communicator (i)</p> <p>Able to prioritise tasks and manage own performance (a/i)</p> <p>Excellent personal organisation and administration skills (i)</p>	<p>Experience of working in a Church context.(a/i)</p> <p>Knowledge of the structures and organisation of the Church of England (a/i)</p>

Closing Date for Applications: **21<sup>st</sup> November 2022**

Interview Date: **w/c 29<sup>th</sup> November 2022**

For an informal chat for further information, please contact  
[manager.coreservices@wigandeanerytrust.org](mailto:manager.coreservices@wigandeanerytrust.org)

To apply please send your CV and a covering letter to [christiane.cook@churchwigan.org](mailto:christiane.cook@churchwigan.org).

***Please include in your cover letter your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. Please check the job description and person specification before completing this section.***