



Finance Officer Job Description **Merseyside Unitarians (Ullet Road Church, Wirral Unitarians & Southport Unitarians)**

Job Title: Finance Officer

Reports to: Treasurer / Church Council (as designated)

Hours: 12 hours per week (typically 2 days)

Salary: £15.50 per hour

Location: Ullet Road Church (administrative hub), with responsibility across Merseyside Unitarians sites

Contract: Permanent, subject to references

Start Date: Applications will be reviewed on a rolling basis, and we will invite conversations with suitable candidates. The position will remain open until the right person is found.

Probation Period: Six Months

About Merseyside Unitarians

Merseyside Unitarians is a unified Unitarian charity serving congregations in Liverpool (Ullet Road Church), Wirral Unitarians, and Southport Unitarians. Financial administration is centralised at Ullet Road Church, which acts as the operational and administrative hub for all three congregations and associated activities.

Job Purpose

The Finance Officer supports the financial administration of Merseyside Unitarians, ensuring accurate handling of income, payments, payroll liaison, and financial records across all congregations and activities.

Working with the Treasurer, Church Council, Minister and appointed accountants, the postholder helps ensure that financial processes are carried out efficiently, transparently, and in accordance with charity and statutory requirements.

Key Responsibilities

Income & Banking (All Congregations)

- Receive, count, record, and bank income from:
 - congregational giving and collections
 - room hire and user groups
 - weddings and events
 - donations and fundraising
 - membership contributions
- Maintain weekly income records and submit data to accountants.
- Maintain paying-in records and bank documentation.

Payments & Accounts Administration

- Process invoices and arrange payments via online banking or cheque.
- Maintain oversight of organisational bank accounts and statements.
- Operate and reconcile petty cash.
- Maintain event income and costing spreadsheets.
- Arrange payments for:
 - suppliers and contractors
 - utilities and service contracts
 - worship-venue rents (Wirral & Southport)
 - insurance and subscriptions
 - wedding and event personnel
 - staff expenses and agreed reimbursements
- Maintain secure financial filing and archive systems.

Payroll & HMRC Liaison

- Input payroll payments for employees and ministers (via accountants/payroll provider).
- Notify payroll provider of variations and expenses.
- Check payslips and maintain payroll records.
- Arrange HMRC tax and NI payments.
- Support pension and auto-enrolment processes.

Charity Finance & Compliance

- Maintain Gift Aid records and liaise with accountants for claims.
- Prepare data for Listed Place of Worship VAT grant claims.
- Track membership contributions when required.
- Provide financial information to Treasurer, Minister, or Council.
- Summarise utility and service contracts for renewal decisions.

Congregational & Partnership Finance

- Administer shared ministry costs and contributions between congregations.
- Arrange payments for worship-venue hire and local congregation expenses.
- Support financial coordination across Liverpool, Wirral, and Southport activities.

General Responsibilities

- Maintain strict confidentiality and secure handling of financial information.

- Ensure compliance with charity, financial, and data-protection requirements.
- Work collaboratively with staff, volunteers, trustees, and congregational leaders.
- Undertake other reasonable finance-related duties as required.

Person Specification

Essential

- AAT Level 3 (or equivalent experience).
- Experience of financial administration and record-keeping.
- Competence in spreadsheets and online banking systems.
- Accuracy and attention to detail.
- Ability to work independently within agreed procedures.
- Integrity and confidentiality in handling financial matters.

Desirable

- Experience in charity or church finance.
- Familiarity with payroll processes and HMRC requirements.
- Experience working with external accountants.
- Understanding of Gift Aid or restricted funds.

Working Pattern

Typically, 2 days per week (approximately 12 hours), ideally aligned with the administrative presence at Ullet Road Church (for example Mondays and Tuesdays, 9:00–15:00). However, some flexibility in working days and times may be agreed by mutual discussion to suit both the needs of the organisation and the successful candidate.

Terms

- Holiday: 4 weeks pro-rata
- Sick pay: 2 months full pay + 2 months half pay (rolling 12-month period)
- Notice: 4 weeks