**Leeds Church Institute**

**Introduction**

Thank you for your interest in the Finance and Administration Officer role. We hope that the information in this pack about Church Institute (LCI) and the role encourages you to apply. This pack includes:

* Background information on LCI
* Background to the Finance and Administration Officer role
* The recruitment process and dates
* The job description and person specification for the Finance and Administration Officer role
* Link to the application form
* Link to the inclusion and diversity monitoring form (optional)

If you would like to arrange an informal discussion with Helen Reid, the LCI Director, and/or a visit to our new premises in Leeds city centre, please contact Helen on director@leedschurchinstitute.org

**Background**

‘Learning for a faithful city’ is at the heart of Leeds Church Institute’s vision as we promote learning and cooperation among churches and wider Leeds society for the Common Good.

Our activities are:

* Events, publications and media, arts and research that generate theological

conversations and provoke thinking on faith and justice

* City engagement that supports the contribution of diverse Christians in city life

and nurtures innovative ideas that bring about greater justice for all in Leeds

* An ethically organised charity run in accordance with our Memorandum and Articles, and the Charity Commission rules

Until the pandemic hit in March 2020 a significant focus of LCI time and resources was dedicated to running a busy Learning Centre and maintaining a substantial property. In November 2020 a decision was made not to re-open the Learning Centre and in March 2021 to sell the premises. One consequence of these decisions was a move to smaller and more sustainable premises which has enabled LCI to reflect on how its vision and mission might adapt and refocus.

A five year extended scheme of work begins in January 2023 which implements this reinvigorated vision. Three new staff roles have been recruited Sept-Nov 2022 in readiness for this. Alongside the creation of new roles, the finance and administrative work has been restructured. Aspects of administrative work around events and communications has been assigned to the role of Team Assistant while Finance and Governance responsibilities rest with an Officer role.

The flow of responsibilities is represented diagrammatically:

LCI Council

Director

Faith & Creativity Lead

Faith & Racial Justice

Faith at the Margins

Team Assistant

Finance and Administration Officer

**The recruitment process - what to expect**

Potential candidates for the role of Finance and Administrative Officer will need to complete our application form and return their completed application by noon on Thursday 8th December 2022. Applications should be sent by email to teamassistant@leedschurchinstitute.org

The application form can be downloaded at [www.lcileeds.org](http://www.lcileeds.org).

The application form asks for your personal details, preferred contact number, confirmation that you are eligible to work in the UK and whether you need any adjustments to enable you to physically attend an interview. These personal details will be separated from your main application information before sending to the shortlisting panel.

In addition to the application form there is an anonymised monitoring form you are invited to complete and return. Completion of this is voluntary but helps us to meet the aims and commitment of LCI to equality and build an accurate picture of the candidates we are attracting in relation to encouraging equality, inclusion and diversity. This form is not processed alongside your application and remains anonymous.

Closing date: 12 noon on 8th December

Shortlisting will take place on 9th December and you will be contacted by Monday 12th December to confirm if you are to be invited for an interview. If you are unsuccessful you will also be contacted and given the opportunity for feedback on your application if you would like this.

Interviews will take place at the LCI office in Leeds on Monday 19th December. This will be a panel interview.

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| Diagram  Description automatically generated        **Finance and Administration Officer****Job description** |
| **Role summary**: To provide finance and administrative support to the Director of Leeds Church Institute ensuring the effective and ethical running of the charity. The scope of the role includes administration, finance, data protection, governance and compliance, and a secretarial role in support of the LCI Council.  |
| Key Terms & Conditions  | Location:        This role is based at Leeds Church InstituteHours:             2.5 days a week (22.5 hours) Salary scale:   £29-34,000 pro rataProbationary Period: 6 monthsNotice Period: 3 months |
| Reports to  | LCI Director  |
| **Financial Management*** Administer all banking transactions, undertake regular review and reconciliation of banking transactions
* Update and maintain financial systems including invoicing, recording expenditure against appropriate cost centre, and monitoring against budget
* Be the point of contact with auditor, accountant, payroll provider, investment management and pension fund: and review these advisers on an agreed schedule
* Manage donor and membership relations
* Arrange the Annual Report and the audit
* Monitor cash flow
* Manage system for staff and Council expenses
* Prepare and present monthly management accounts
* Work with the Director and Treasurer to set the budget

**Governance & compliance*** Prepare and distribute correspondence in relation to LCI Council meetings
* Prepare correspondence and records in relation to the LCI Annual General Meeting
* Be Company Secretary for LCI: file returns and update changes to the Charity Commission and Companies House
* Update LCI Council on review schedule for advisers
* Undertake the duties of LCI Data Protection Officer, auditing / reporting as required on data compliance and advising on data protection issues
* Schedule and undertake Health and Safety audits for LCI staff and premises
* Undertake health and Safety risk assessments for events as required
* Work with Director on update and implementation of business continuity planning
* Maintain an overview of organisational policies and their currency, highlighting and acting to initiate updates as needed

**Maintaining LCI ethos:*** Demonstrate the behaviours named as reflecting LCI ethos in carrying out this job description

Any other duties which are commensurate with the scope of the role and effective operation of LCI.  |
| **Person specification** |
| **Essential**Experience and knowledge:  * In sympathy with the aims and ethos of LCI
* Working knowledge of and/or experience of charity accruals accounting
* Knowledge and/or experience of governance requirements for a charitable organisation including regular compliance reporting
* Experience of taking direct responsibility for administration in a similar post providing day-to-day support for key functions
* Knowledge and experience of using the Microsoft suite of software including Microsoft Teams
* Demonstrates working knowledge of QuickBooks and can use this application to support administration of finance
* Demonstrates effective verbal and written communication skills, sharing and disseminating information in a timely and appropriate way
* Shows commitment to being accountable and transparent
* Demonstrates a clear understanding of confidentiality

**Education and professional qualifications:*** Able to communicate in written and spoken English language
* Able to demonstrate numeracy in relation to invoicing / expenditure and accurately maintaining finance records

**Desirable*** General accounting qualification
* Similar administrative experience in an educational or faith-based setting
* Experience of administration and governance in a charity and maintaining effective donor / member relations
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**Maintaining the LCI ethos**

All staff are required to demonstrate the behaviours named as reflecting LCI ethos in carrying out their job description

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| **Core Value** | **Observable Behaviours** |
| Learning, theological reflection & dialogue  | * Reflective practice
* Sharing knowledge, expertise and ideas with others
* Enthusiasm for exploring new ideas/ subjects and extending personal knowledge
* Participating and contributing to discussion / exploration of theology/ ideas / subject areas with others in the team
* Asking questions and actively listening to answers
* Reads / researches different views and opinions
* Promotes knowledge and information sharing
* Signposts others to resources
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| Hospitality & service  | * Welcoming and friendly to visitors, partners and clients
* Anticipating and providing for the potential needs of visitors / clients / partners
* Willingly helping with whatever needs to be done to make an event run smoothly or a visitor / client feel more comfortable
* Going the extra mile to be hospitable
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| Partnerships for seeking the Common Good  | * Looks for potential opportunities to partner in line with LCI charitable aims
* Relational approach developing conversations with people encountered through the course of daily activity contacts / building networks
* Collaborating but not duplicating
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| Acting and planning with long-term awareness  | * Seeks a joined up approach, ensuring plans / projects are in line with LCI objectives and in relation to the portfolio of other initiatives underway
* Listens to and learns about plans / strategies of local partners and churches across the city to inform LCI longer term plans
* Looks to maintain awareness of developing thought and practice in relation to the LCI themes and how their specialist area needs to adapt or develop
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| Importance of arts and creativity  | * Understands the value that art and creativity brings to communities and city life
* Appreciates the variety / different expressions of art and the culturally diverse views of and approach to art
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| Stewardship with good value for money and spending money locally  | * Maintains an outcomes focused approach, consistently following through on projects or initiatives so that resources used yield the benefits planned
* Seeks to procure local input to projects and initiatives
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| Acceptable risk for nurturing new ideas and initiatives  | * Open to innovation and exploring new ideas with colleagues
* Commitment to assessing levels of risk associated with new ideas and evaluating implementation and impact
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| Commitment to environmental concerns  | * Seeks with team colleagues to promote green working practices (e.g. conserve energy, paperless office, encourage green vendors)
* Collaborates with the team and partners to explore improving environmental awareness / action in projects LCI supports and more widely in the city of Leeds
* Promotes the importance of environmental action as a key issue for faith communities / ecumenical action
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| Equality of opportunity and access for all which avoids any discrimination  | * Value and appreciate difference
* Be known for treating everyone with kindness and respect
* Promotes the value of working with others / diverse groups
* Build awareness of unconscious bias in systems / approach etc and share in developing solutions to avoid discrimination.
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The application form and the optional monitoring forms can be found on our website:

<https://lcileeds.org/vacancies/>