



STIRLING BAPTIST CHURCH

FINANCE ASSISTANT (PART TIME)

VACANCY PACK

MARCH 2026

Stirling Baptist Church
<https://www.stirlingbaptist.org>
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Scottish Charity No. SC000117, Company No. SC470156

ABOUT STIRLING BAPTIST CHURCH

Stirling Baptist Church is a vibrant church in the heart of Stirling with a heart for the people of Stirling: 'A church in the city, for the city'.

Our church family is made up of a diverse group of Christian people drawn from various backgrounds.

Based on Acts 1:8, our vision is to be a Spirit-filled & empowered witnessing community. We desire to see everyone in our church serving locally in Stirling, witnessing regionally in the areas that they live and work and engaging globally. We have a variety of programmes and ministries running throughout the week that enable us to see this vision fulfilled.

More information can be found on our website: www.stirlingbaptist.org

FINANCE ASSISTANT : ROLE OUTLINE

The Finance Assistant will support the Treasurer by maintaining financial records, producing reports for internal church management, reporting externally as required, help prepare annual church budgets, and assist in the preparation of annual accounts for audit.

The Finance Assistant will have accounting accreditation by examination and will have experience working in a similar church or charity environment.

The person appointed to this role will be a committed Christian who plays a key part in enabling the church to honour God through integrity, transparency, and good financial management.

This role is based at the church office, with flexibility for some home working by arrangement. Line management will be through the Operations Manager and Church Treasurer, both of whom will provide ongoing advice and support.

JOB ADVERT

Finance Assistant

Hours : Part Time 15 hours /week (in office 2 days each week, flexi working hours)

Salary : £26,000-28,000 pro-rata, plus pension

Holidays : Pro-rata reflecting a full-time entitlement of a 35-hour working week with an annual entitlement of 25 days plus 8 Bank Holidays.

Role

Working with Xero and MyGiving software, maintaining income and expenditure records, producing management reports, reporting externally as required, helping prepare annual church budgets, and assisting in preparation of annual accounts for audit, the Finance Assistant will have already reached or gone beyond AAT Level 2 Certificate in Bookkeeping and will have experience working in a similar church or charity environment.

A detailed Job Description is attached.

Applications

Closing date for Applications: **30th April 2026**

Send your Application and/or CV and covering letter to the church office:

Stirling Baptist Church 67 Murray Place, Stirling, FK8 1AU

Or by email to:

sbcooperationsmanager@stirlingbaptist.org

JOB DESCRIPTION

To support the financial administration of the church by maintaining accurate and timely financial records in accordance with charity law and best practice. The Finance Assistant will work closely with the Treasurer to ensure sound stewardship of the church's funds, supporting its ministries, mission, and community outreach.

This role plays a key part in enabling the church to honour God through integrity, transparency, and good financial management.

Key Responsibilities

1. Day-to-Day Financial Management

- Maintain accurate and up-to-date accounting records for all church income and expenditure using Xero and MyGiving accounting software.
- Record cash offerings, standing orders, grants, and other income sources.
- Process supplier invoices, staff or volunteer expense claims, and payments.
- Reconcile bank statements, petty cash, and credit card transactions monthly.
- Allocate income and expenditure correctly across ministries, funds, and projects.

2. Giving, Donations, Grants and Gift Aid

- Maintain accurate records of members' and visitors' giving (cash, cheques, standing orders, and online donations): SBC uses MyGiving software
- Manage and process Gift Aid declarations and claims in line with HMRC requirements.
- Record expenditures and activity related to each external grant and prepare a financial report periodically and at the close-out of each grant
- Keep clear records of restricted/ designated funds (if any) and ensure appropriate use and reporting.

3. Payroll and Staffing

- Prepare payroll information for church staff and liaise with external payroll provider as needed.
- Record pension contributions, PAYE, and National Insurance accurately.
- Ensure all staff-related financial information is handled with confidentiality and in compliance with data protection regulations.

4. Financial Reporting and Budgeting

- Produce monthly and quarterly financial summaries for the Treasurer and Leadership Team.

Assist the Treasurer with preparation of the annual budget and support ministry leaders with financial planning.

- Help prepare year-end accounts for independent examination and submission to the Charity Commission (OSCR).

- Provide financial information and analysis for reports to members' meetings.
- Assist Treasurer in undertaking financial investigations and analysis.

5. Compliance and Good Practice

- Ensure the church's financial procedures comply with Charity Commission and HMRC regulations.
- Support the Treasurer in implementing sound financial controls, authorisation, and audit trails.
- Maintain secure digital and physical financial records in line with GDPR.

6. Communication and Collaboration

- Work closely with the Treasurer, Senior Pastor, and Finance Team to ensure smooth financial administration.
- Liaise with ministry leaders and volunteers to track budgets and spending.
- Support communication of financial information to the church membership as appropriate.

Person Specification

Essential:

- Proven bookkeeping or accounting experience
- Minimum bookkeeping certification: AAT Level 2 Certificate in Bookkeeping
- Good understanding of charity finance and reporting requirements
- Competent in accounting software (especially Xero) and producing financial analysis and charts in Excel.
- Excellent attention to detail, accuracy, and integrity.
- Able to work independently, manage time, and meet deadlines.
- Committed to the Christian faith and supportive of the church's mission, vision, and values.

Desirable:

- AAT level 3 Diploma in Accounting, or higher level AAT certification, or Chartered status with a relevant accounting or financial body
- Experience preparing accounts for independent examination (ideally in a church or charity context).
- Flexibility to manage additional hours during peak activity period, offsetting against fewer hours in lower activity periods

Organisational Reporting line

- Reports to: Church Treasurer
- Line Manager: Operations Manager
- Works with: Pastors, Support Team Leader, Ministry Leaders, and Volunteers