

Business Administrator

Job Description

Title	Business Administrator
Employer	The Philadelphia Network Limited
Contract	Permanent
Hours	30 per week
Working pattern	Tuesday, Wednesday, Thursday, Friday
Holiday	5 weeks, plus bank holidays (pro-rata)
Pay	Salary Grade 10 £27,535 per annum FTE (£22,028 per annum pro-rata at 30 hours)
Pension	If you meet the eligibility criteria you will be Auto Enrolled in the Church of England Pension Builders 2014 pension scheme.

PURPOSE OF ROLE

To support the life and growth of the church by maintaining and developing the administrative functions of the church including, commercial arrangements, HR, Ministry team support, room bookings, services and with specific responsibility for Financial Administration. You will also be DBS Administrator for the church.

PERSON SPECIFICATION

Qualifications & Experience

Essential:

- Bookkeeping qualification (e.g. AAT) or equivalent proven experience of financial administration and record-keeping.
- Experience of office or business administration in a busy, multi-functional environment.
- Experience handling confidential and sensitive information appropriately.

Desirable:

- Experience of working within a charity, church or other not-for-profit organisation.
- Experience of DBS and safeguarding administration.
- Line management or supervisory experience.

Skills & Knowledge

Essential:

- Good communication skills, written and verbal.
- Strong IT skills, including MS Office (Word, Excel, Outlook).
- Accurate financial record-keeping and ability to carry out reconciliations.
- Demonstrable ability to manage own time, including conflicting priorities.

Desirable:

- Experience using ChurchSuite or similar booking/CRM software.
- Knowledge of payroll processes and liaising with external payroll providers.
- Awareness of health & safety and building compliance requirements.

Personal Qualities

Essential:

- Demonstrable ability to take guidance, accept responsibility and show good character under pressure.
- Proven track record of sound decision making and judgement in professional contexts.
- Evidence of being hard working, flexible, reliable and trustworthy.
- A collaborative team player, able to build trust and work well across departments.

Desirable:

- Have use of own vehicle and a driving licence.

Mission, Values & Safeguarding

Essential:

- Willingness to work within and support the Christian ethos and values of Network Church Sheffield.
- Understanding of, and sensitivity to, the confidential nature of working within a church environment.
- Willingness to undergo an enhanced DBS check and comply with the organisation's Safeguarding Policy.
- Active involvement in a local church.

Desirable:

- Personal commitment to the vision of Network Church Sheffield.

MAIN RESPONSIBILITIES

Finance

Be responsible for the accurate and timely financial record keeping and development & upkeep of systems and process. Including:

- Purchase requisitions
- Supplier Invoices & Payments
- Payments – including payroll
- Donations Management
- Staff expense claims
- Journal entries
- Performance of financial reconciliations, including reconciliation and resolution of any discrepancies.
- Support the Head of Operations and accountant in managing the financial transactions and systems.
- Collect and process financial data, and perform routine calculations
- Documenting process and procedure
- Maintain filing and secure destruction of documents in appropriate timescales
- Communicate with every department regularly to handle problems, identify new opportunities and build trust and transparency
- Liaise with external payroll provider regarding payroll, HMRC and pension updates

Senior Leader PA

- Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for their manager's attention
- Managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- Booking and arranging travel, transport and accommodation
- Organising events and conferences
- Reminding the manager/executive of important tasks and deadlines

- Liaising with staff, suppliers and clients
- Collating and filing expenses

Foodbank Operations

- Accessing DCS data and preparing session list
- Overseeing volunteer recruitment for Foodbank
- Maintain stock records and advise on food orders

Tenants and Licensees

- Act as first point of contact for the Tenants and Licensees of the Church
- Be first point of contact for tenants and licensees' queries and triage them
- Produce monthly invoices to licensees & tenants
- Check payment of invoices escalating to Head of Operations if appropriate
- Produce and send quarterly invoices to tenants covering Insurance, water rates, electricity and gas

Business Support

- Provide, develop & grow business support to the organisation
- Responding in a professional manner to the public in person or on the phone
- Ensure all internal & external room bookings are recorded on ChurchSuite and all parties are managed and communicated with well
- Invoice hirers once bookings are completed
- Work with Head of Operations to regrow external bookings
- Support the Services practicalities (including Streetwise)
- HR Administration (Contract preparation / myhrtoolkit Management)
- Occasional SPONSORSHIP Management System Administration
- Administration tasks across the NCS bases as required including ordering of supplies, printing, laminating etc
- Detecting wastage and improving efficiency

Ad hoc duties

- Handle incoming queries in the shared mailbox, addressing them promptly and effectively.
- Driving and supervising positive business growth
- Liaising and consulting with clients, staff, and suppliers
- Organising manager calendars and scheduling meetings

Buildings & Compliance

Manage the team who look after the facilities and ensure all building and compliance works are carried out satisfactorily

- Line management of the site cleaner and estates staff
- Monitor and organise timely compliance checks and maintenance of key site infrastructure
- Gas Inspection (Annual), Electrical inspections (5 yearly), Fire Systems Inspection (6-monthly)
- Ensure the Monthly check and replenishing of first aid boxes is completed
- Ensure records for weekly fire tests are recorded and completed
- Prepare and distribute applicable policies for board review (Safeguarding / Fire / H&S et al)
- Organise and oversee external contractors for site maintenance as required, liaising with Estate staff as required.
- Organise and monitor staff training with regards to Health & Safety (first aid / fire warden etc)
- Oversight of small building projects as and when required

Board Support

Support the Board of The Philadelphia Network Limited

- Make sure Board minute actions for Executive Team are circulated and actioned

Safeguarding

Act as DBS Administrator for the Church

- Oversee DBS & Volunteer administration
- Act as lead recruiter for The Philadelphia Network Limited
- ID checking of volunteers and staff who require a DBS when required
- Section Y DBS applications
- Inform Team Leaders of DBS results

IT Support Fault Logging & follow up

Work with our IT provider to ensure timely resolution of IT issues

- Act as contact point for ASK4 as and when required
- Assist staff with logging faults on the ASK4 system

This job description reflects the key responsibilities of the role, but these may vary over time according to the needs of the organisation, and you may be asked to undertake any task that is reasonable and in keeping with the role and your skills/experience.

Under our Child & Adult Safeguarding Policies, before any appointment is made you will need to disclose any previous convictions, complete an enhanced DBS check, provide references and satisfy the other requirements of the Policy. Further details will be provided on request.

Special Conditions:

1. This role is identified as having a genuine occupational requirement under Schedule 9 of the Equality Act 2010 as requiring the post holder to be a practicing Christian who shares and upholds our Christian Ethos, beliefs and values.
2. This employment is conditional on and will not commence until we have received an enhanced disclosure from the Disclosure and Barring Service which is satisfactory to us.