



THE CHURCH OF SCOTLAND

MINISTRIES COUNCIL

JOB DESCRIPTION

Title of Post:	Administration Assistant and Treasurer: Shetland Parish Church
Responsible to:	This is a Ministries Council Appointment but you will be responsible to the Transition Minister for Shetland in the first instance.
Date:	June 2019
Hours:	Full time (37.5 hours per week): there will be the possibility of two part-time posts each of 18.75 per week
Main Purpose of post:	To work with the Ministry Team and Kirk Session as a key point of contact, providing administrative, communications, and treasurer support that enables the mission of Shetland Parish Church.

MAIN DUTIES: ADMINISTRATION ASSISTANT

Responsibilities

1. Provide general administrative support to the ministry team and Kirk Session, including the Session Clerk.
2. Manage Church correspondence, including post, email, and answerphone.
3. Administer the Shetland Parish Church diary, including Sunday rotas and holiday cover, and wedding and funeral requests.
4. Set up and maintain contact and mailing lists, including all elders and Local Leadership Teams.
5. Arrange appointments, book venues, and set up meetings when requested.
6. Liaise with Presbytery Clerk and relevant departments at Church headquarters in Edinburgh to fulfil statutory requirements.
7. Process statutory documents, including statistical returns, registers, certificates and applications.
8. Process statutory PVG checks for church workers and volunteers.
9. Work closely with the Kirk Session to fulfil civil law concerning Data Protection, Copyright Licences, and Health and Safety.
10. Oversee insurance requirements and act as main point of contact with insurers where necessary.
11. Co-ordinate production of the Annual Report in preparation for the Annual Stated Meeting.

Office Management

1. Assist with the setting up of a church office and the purchase of office equipment.
2. Order supplies including stationery, office equipment, etc.
3. Oversee the maintenance of equipment in the Church Office, and comply with any maintenance and service contracts.

4. Maintain petty cash record.
5. Ensure a safe and clean working environment within the office.
6. Review and implement procedures to ensure clear, efficient and effective office operation.

Church Communications

1. Reply to email queries from church members and from the general public.
2. Co-ordinate regular and occasional mailings, including compiling, printing and distributing a monthly Church magazine, and occasional posters and leaflets.
3. Arrange for church services and events to be advertised in the local press.
4. In collaboration with the Ministry Team, establish and/or maintain an online presence for the Church.
5. In collaboration with the Ministry Team, develop and update a Church website.

MAIN DUTIES: TREASURER

Responsibilities

1. In respect of Accounts Receivable and Banking, receive, record, and bank all receipts in the designated Shetland Parish Bank Account.
2. (a) In respect of Accounts Payable, receive, record, and pay all external invoices payable by the Shetland Parish.
(b) Provide and process internal claim forms for expenditure reimbursable by Shetland Parish, and maintain a record thereof.
3. In respect of Bank Reconciliation, reconcile the receipts and payment books to the Shetland Parish bank account on a quarterly basis, and investigate and report any discrepancies.
4. In respect of Annual Accounts, prepare year-end Parish Accounts, present these to the Kirk Session, submit them to the Presbytery for inspection, and submit to the Scottish Charity Regulator (OSCR).
5. Prepare a projected Parish budget for each year ahead.

Change Management

1. Work closely with the Ministry Team and the Presbytery of Shetland to set up the accounts systems for the new single Parish of Shetland, including the transfer of accounts, standing orders, gift aid forms, charity registration, etc.
2. Administer the transference or de-restriction of current Restricted Funds.

Communication

1. Communicate regularly with the Local Bookkeepers in the Local Church Leadership Teams, providing information, advice, and basic training where necessary.
2. (a) Report regularly to the Shetland Kirk Session, and work with Kirk Session Teams on all aspects of budgeting and expenditure.
(b) Work especially with the Kirk Session Stewardship and Finance Team (or equivalent), being in regular attendance at their meetings.
3. Liaise with Presbytery Clerk and relevant departments at Church headquarters in Edinburgh to fulfil statutory requirements.

ADMINISTRATION ASSISTANT & TREASURER

General

1. Contribute fully to the Ministries Council appraisal process
2. Carry out any other relevant duties required by the line manager

Key Relationships:

- 1 Transition Minister/Parish Minister(s)
- 2 Ministry Team
- 3 Session Clerk of Shetland Parish Church
- 4 Local Leadership Teams

Missiological background to such an appointment

The changes in parish administration are a result of the pending union of all 13 Shetland Parishes into a single United Parish. The new Single Parish will be served by a ministry team of six: three full time ministers of Word and Sacrament, and three MDS workers. The MDS posts include a Children's and Youth Worker, and a Parish Development Worker, as well as the full-time equivalent Administration Assistant and Treasurer position. This new Hub-style model of ministry has mission at its heart, with the ministry team resourcing and enabling the Local Churches to engage with their communities.

The Administration Assistant and Treasurer post is vital to the mission of the Shetland churches, as communication at and between all levels will be paramount to the success of the model. The post will provide for a shared vision and a strategic reorganisation of our twelve Local Churches, to free up capacity and resources across a wide geographical area. By centralising administration and accounts, this burden will be lifted from Local Churches and from the rest of the ministry team, who are then freed to engage wholeheartedly in mission and ministry.

The Administration Assistant and Treasurer post is therefore crucial to the planning and resourcing of mission initiatives, and the collaborative working of all God's people across the Shetland Kirk. Far more than simply secretarial and accountancy work, the successful candidate(s) will be an integral member of the Ministry Team, making a vital and practical contribution to the mission of the Church of Scotland in Shetland.

Person Specification: Administration Assistant and Treasurer

	Essential	Desirable
Skills, abilities and knowledge		
Excellent written and oral communication skills	✓	
Strong attention to detail	✓	
Excellent office and administrative skills	✓	
Experience and expertise in the use of IT applications	✓	
Strong planning skills with ability to work autonomously and manage workload	✓	
Excellent organizational skills	✓	
Ability to work flexibly, at times unsupervised and ready to use own initiative	✓	
Experience of financial record keeping	✓	
Experience in developing and updating websites		✓
Personal Qualities		
Sympathy with the values and Christian ethos of the Church of Scotland	✓	
Ability to communicate effectively using highly developed interpersonal skills	✓	
Good listening skills	✓	
Experience of dealing with matters of confidentiality, sensitivity with compassion	✓	
Ability to make decisions and take initiative	✓	
Motivated to deliver high quality output	✓	
Ability to demonstrate strength and resilience	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working	✓	
Educational requirements		
Diploma in Business Management or equivalent or similar or accredited training or can demonstrate significant, relevant and recent work experience in this area	✓	
Ongoing commitment to continuing professional development, including willingness to work towards qualifications or accredited training	✓	

Terms and Conditions: Administration Assistant and Treasurer

- This is a full time permanent post. Salary is on a scale of £25,122 - £28,400 pro rata per annum. The successful candidate will start at point 1 of a 5 point scale and then move up the scale in annual increments.
- Normal hours of work will be 37.7 hours per week, Monday-Friday.
- The post will be based at the Church Office at St Olaf's Street, Lerwick.
- There are 5 weeks annual paid leave pro rata in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage will be paid by the Employer in the first instance and re-claimed from the Parish on a quarterly basis.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant(s) will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

**Further information can be obtained from Rev Fran Henderson , tel: 01806 522469,
FHenderson@churchofscotland.org.uk**

Closing date: 12 noon Thursday 25th July 2019. Please complete both [Application Form A](#) and [Application Form B](#) and send to recruitment@churchofscotland.org.uk

Please mark the application clearly indicating whether you would like to be considered for a full time post or a part time post