

Accountant Role Description & New Finance Procedures

APPOINTING A PAID ACCOUNTANT INSTEAD OF A VOLUNTEER TREASURER

The complexities of SMLT finances have been a significant burden on volunteer treasurers for many years, which has at times been overwhelming, leading generally to difficulties with strategic financial planning and budgetary control. This has led to the conclusion that paid professional support is now essential if the PCC is to fulfil its obligations as a charity to manage its finances well. Tenders are invited for this new post and it is hoped that a proportion of the work might be offered *pro bono*.

The new Accountant will help the PCC decide the appropriate level of paid and voluntary administrative support that will be necessary to keep professional fees to an affordable level, to ensure adequate record keeping, and to enable key SMLT leaders to have good oversight of the system and prompt access to key information. The new procedure also covers the financial administration of the Tower House project.

The current Treasurer, who will be standing down at the end of June 2019, has worked hard to rationalise the financial system he inherited and has provided careful notes to enable informed decisions to be made about the way forward. This includes identifying many of the key issues that the new system needs to address.

ACCOUNTANT ROLE DESCRIPTION

The role is currently estimated to require time input as follows:

- 4 hours per week on average for operations,
- 3 hours per month advising finance committee (10 meetings per year),
- 40 hours per annum for quarterly and end-of-year activity.

Total 278 hours p.a. (*3,286 Sage entries processed in 2018, with an average of 130 bank transactions per month including 57 monthly planned giving donations to bank.*)

There is a separate budget for payroll services for which the accountant welcome to tender. The PCC currently has 9 employees all of whom are part time in varying degrees.

The Accountant:

- May work on or off site,
- Manages Sage in the cloud including interface with bank accounts and investment accounts,
- Produces management accounts for regular review by Finance Committee,
- Monitors Cash Flow and recommends actions to Finance Committee,
- Undertakes bank reconciliation including filing,
- Draws up the end of year accounts,
- Advises Finance Committee and PCC on finance procedures and administration.
- Chairs Finance Committee until a Lay Chair can be found.
- **For expenditure:**
 - Enters and reviews in Sage all expenditure,
 - Initiates payments by **BACS** for due authorisation,
 - issues formal instruction for cheques when required.
- **For income:**
 - Enters into Sage all donations to bank appropriately summarised, identified and anonymised.

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APPLYING FOR THE POST OF ACCOUNTANT

Tenders for this position are invited by Friday 14th June 2019.

Please apply to: Vicar and Churchwarden of St Mary-le-Tower Church, Parish Office, Tower House, 17 Tower St, IPSWICH. IP1 3BE. NB. Applications should be marked "Confidential".

For an informal discussion of the position please contact Revd Canon Charles Jenkin, 07789 633315.

General information about the parish, including annual accounts, can be downloaded from www.stmaryletower.org.uk.

DRAFT OVERVIEW OF FINANCE PROCEDURES

The Accountant will advise Finance Committee in developing comprehensive finance procedures.

Finance Committee: with a monthly meeting.

- Exercises strategic oversight of the finances of SMLT
- Administers system of budgets and budget holders,
- Authorises payments and transfers according to finance procedures,
- Mobilises volunteer support for SMLT finance administration,
- Develops a rolling programme of examining costs and developing income,
- Advises the PCC on strategic financial matters,

Membership (7): Chair (vacant), Vicar (vice chair), Churchwarden (vice chair), Donations Administrator, Stewardship Coordinator (vacant), 2 others appointed by the PCC one of whom must be a member of the PCC (both currently vacant).

Finance Assistant (paid, on site): 5 hours per week (TBC).

For expenditure:

- Processes all invoices, expense claims and instructions for bacs payments, ensures due approval according to SMLT procedures, and sends payment schedule to Accountant,
- Scans to file the approved payment documentation as needed, and uploads it to a cloud drive for access by Accountant and Authorisers,
- Writes cheques and obtains signatories on formal instruction according to procedures.

For income:

- Enters into Sage details of the weekly count, and other cash received.
- Generates all SMLT invoices in Sage, and monitors Sage for those that are unpaid.

General: Filing of documentation of all payments and receipts including Direct Debit payments, except payroll and donations to bank.

Vicar: (as line manager for all PCC employees) Draws up the monthly schedule of salaries, which is checked by a Churchwarden and sent it to the Payroll provider. Vicar distributes payslips.

Payroll provider: processes payroll, sends payment instructions to Accountant, sends payslips to Vicar.

Donations Administrator: (volunteer) Administers Gift-aided donations and the Planning Giving Scheme.

Weekly Count Team: (volunteers on a rota) Counts and banks cash collections in church.

Budget Holders: Appointed by the PCC and supervised by Finance Committee to manage the finances of specific areas of SMLT activity including particular departments, activities and projects. A major responsibility of budget holders is to control costs and develop income. Budget holders can be employees of the PCC or volunteers.

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