

The Baptist Union of Great Britain

Role Profile – FINANCE OFFICER

Job title:	Finance Officer
Team	Support Services: Finance
Reports to:	Finance Manager
Location	Baptist House, Didcot, Oxfordshire with opportunity for some home working

A Who we are.

The Baptist Union of Great Britain is a charity who focuses on supporting the work and health of Baptist churches and Baptist ministers across England and Wales. The term 'Baptists Together' is used to describe the movement of nearly 2000 local Baptist churches supported by staff in 13 regional associations, five colleges and four specialist teams based in Didcot, Oxfordshire.

To find out more about who Baptists Together please see this short presentation on our website:

https://www.baptist.org.uk/Groups/220484/Who_are_Baptists.aspx

B Main Purpose and Context of the Role

The Finance Team of four are responsible for our day-to-day accounting and financial management work, and provide support to our Union bodies and associated organisations. The Finance Officer role, working as part of the Finance Team, focuses on:

- maintaining the accounts of various Baptist organisations
- processing receipts and payments on a regular basis both through the bank accounts and accounting software.
- reconciling the balance sheet accounts to enable production of management accounts.

C Key Responsibilities

This is a varied and interesting role, with plenty of contact with other colleagues in the Specialist Teams and with our churches and association teams. Key areas of responsibility are:

General & Trust Fund Internal Deposit Accounts

- Evaluating and setting up new deposit accounts
- Receiving funds for deposit
- Acknowledging receipts and payments when appropriate
- Returning deposit payments to account holders through internet banking processes
- Applying interest to deposit accounts and send out interest notifications and remit interest where required.
- Posting transactions on a daily basis, ensuring all transactions have scanned documentation attached.

- Remitting statements – quarterly or as required
- Keeping liquidity sufficient to meet all forthcoming cashflow withdrawal requirements

Internal Loan Fund

- Setting up new loan account applications
- Creating loan accounts, and remitting monies through internet banking processes, ensuring all initial transactions have scanned documentation attached.
- Manage and process the electronic Direct Debit loan repayments.
- Posting loan repayments on a daily basis
- Applying loan interest to loan accounts – monthly or when required
- Remitting statements – quarterly and annually
- Managing and maintaining signature mandates

Custodian Securities Administration

- Processing dividends/interest received onto a/c software.
- Remitting income received from investments – quarterly to owners.
- Despatching COIF statements – quarterly to church and association treasurers
- Processing security selling instructions when necessary
- Monthly valuations of all holdings ensuring correct values of both holdings and securities held are recorded.
- Claiming tax refund re fixed interest securities – annually early in tax year

Housing Association: RBMHO

- Set up new properties when purchased onto Fixed Assets and maintain fixed asset register
- Maintain register of Tenants as notified.
- Manage and process the electronic Direct Debit loan repayments.
- Maintain ledger of interest free loans from tenants
- Maintain and process Creditors ledger transactions, both invoices and payments

Other responsibilities

- Processing authorised nominal ledger journals as required.
- Process inter-company transactions and reconciling to other entities.
- Processing prepayments and accrual journals - monthly
- Bank and balance sheet reconciliations - monthly
- Assisting in annual budget process
- Assisting in the processing of post for finance and the banking of all cheques received for all entities.
- Doing bank reconciliation and managing bank account
- Helping to answer queries sent to the finance team
- Helping with the annual audit process
- Producing the liquidity report.
- Undertaking other duties as required by the Finance Manager and other senior members of the team.

Changes to this role profile

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the Finance Officer tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

C Culture and Working Style at BUGB

Our website will tell you more about BUGB and the way we support our member churches:

www.baptist.org.uk

In terms of how we work together, our culture and working style is still developing, and can be best described in the following words:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- ***Seek to be a movement of Spirit led communities.*** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- ***Feel like one team*** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (1 Corinthians 12:24b-27)
- ***Embrace adventure*** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- ***Inspire others*** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- ***Share a Hunger*** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

D Personal Attributes and Experience

Qualifications and Experience

Essential

- P/Q AAT
- Or qualified by experience (2-3 years)
- Good IT literacy
- Good understanding of basic financial systems
- Good organisational and administration skills
- Good verbal and written communication skills
- Excellent Team player
- Accuracy and attention to detail

Desirable

- Knowledge of charity finance and fund accounting
- Willingness to work collaboratively with other members of staff.
- Ability to manage several different work streams at the same time.
- Commitment to learning and developing as an individual.
- Openness to change and new ways of working.

Technical or specialist skills

- Bookkeeping and preparation of accounts to management accounts and exposure to final statutory accounts
- Working with computerised accounting systems (e.g., Dynamics Business Central, Sage, Quick Book accounts)
- Excel spreadsheets (intermediate)
- Knowledge in using financial software e.g. Dynamics Business Central, Xero etc.,

Personal Qualities

- Helpful and friendly telephone manner
- Relates well to a range of people.
- Excellent team player

Christian ethos

The Baptist Union of Great Britain is a denominational body for more than 1800 churches, associations and colleges across England and Wales. We expect you to be able to demonstrate an understanding of and commitment to the Christian ethos and values of our organisation.

E Salary and practical arrangements

This role is offered on a full-time basis, 35 hours each week, with working hours spread across 5 days, Monday to Friday. The role is based at our modern offices at Baptist House in Didcot, although we do offer the facility for some home-based working, after a 6 month probationary period.

The full-time starting salary for the role is £27,000 per annum.

We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover and income protection insurance.
- free on-site parking
- an electric car leasing scheme
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (e.g., supermarkets, high street retailers, restaurants, cinema tickets)

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

Full time staff are entitled to 22 working days' holiday per year in addition to 8 public holidays, with 6 additional leave days usually granted on the day following Easter Monday, the day following the Spring Bank Holiday, the day following the August Bank Holiday, and the period between Christmas and the New Year. This totals 36 days each year. Entitlement is calculated on a pro rata basis for part-time employees. You will be paid for all authorised holiday and public holidays at your current basic rate of pay.

Our working environment is friendly and supportive, and the Finance Team are an experienced team who have been together for some years.

F How to apply

To express your interest, please send a current copy of your CV and a covering letter explaining why you are interested in the role to Niki Kenna, HR Administrator, at the email address or postal address shown below:

Email: opportunities@baptist.org.uk

Post: HR Team
 Baptist House
 PO Box 44
 129 Broadway
 Didcot, Oxon
 OX11 8RT

If you would like to discuss the role before applying, please contact: Niki Kenna, HR Administrator, on nkenna@baptist.org.uk. The closing date for applications is 22nd August 2025, and interviews will be held in person on 4th September 2025.