

**JOB DESCRIPTION for SYNOD ACCOUNTANT**

**Responsible to:** Synod Treasurer and Asst. Treasurer for the duties and responsibilities (as set out below) and Office Manager for day-to-day office related matters.

**Line Manager:** Synod Treasurer or Asst. Treasurer.

**Objectives of the post:**

- Maintain the controls over cash and bank expenditure and income for the Synod as a whole
- Service Resources Committee and relevant sub-groups
- Co-ordinating the gathering of Ministry and Mission promises from churches

**Duties and responsibilities:**

1. Maintaining cash and bank accounts, performing regular reconciliation with statements and accounting records.
2. Maintaining & improving where necessary controls for payments consistent with decisions of Executive and Spending Committees.
3. Acceptance and banking of monies.
4. Preparing reports on income, expenditure, balance sheets, and other management accounting information to the Executive and Resources committee (usually bi-monthly).
5. Preparing annual accounts under FRS102 and liaising with auditors
6. Monitoring the investment of funds consistent with agreed policy.
7. Ensuring that Synod owned properties are managed on a day to day basis including the receipt of rents, payment of insurance and repairs and implementing the decisions of the Resources Committee.
8. Liaising with the national church, and providing relevant information.
9. Reporting budget variances to the Treasurer.
10. Responding to financial queries from Local Area Groups, Church Treasurers and Ministers.
11. Processing authorised expense claims.
12. Relaying information concerning payroll alterations to the national church and administering the synod payroll and relevant pension arrangements.
13. Providing secretarial services to Resources Committee, including coordinating the setting of targets and the gathering of Ministry and Mission promises from churches.
14. Attendance at Synod Meetings (up to three in a year), and Resources Committee meetings (bi-monthly)
15. Providing clerical and accountancy support to Treasurer as required.

Contributing to the smooth running of the Synod Office

Undertaking such other duties that fall within the objectives of the post

The duties will require occasionally working evenings (up to six) and Saturdays (up to four) with time off in lieu.

## Terms and Conditions

### Synod Accountant

- Terms of appointment: Permanent
- The salary will be £35,000 – 50,000 per annum depending on qualifications and experience
- Normal working pattern: 35 - hours per week excluding lunch break
- Pension provision will be made according to statutory requirements
- All reasonable agreed expenses will be reimbursed and a small budget kept for on-going training.  
(Note: you will not be expected to use a car for this job).
- Two days free of responsibilities each week.
- 28 days' statutory annual leave entitlement per year.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a six-month probationary period.