

## **Bursary Clerk (Finance Assistant)**

The Community of St Mary the Virgin at Wantage is a Church of England community of religious Sisters dedicated to engaging in spiritual direction, leading retreats and providing hospitality for visiting guests. The Community has undergone major changes, investing in:

- the establishment of the Maribel Centre – brand new conference space,
- refurbishment of the 21 guest bedrooms in the Retreat Wing,
- office accommodation for educational organisations,
- the provision of subsidised housing for newly qualified teachers.

These developments represent an extension of the Community's historic educational mission, which originally included running schools in the UK and overseas, and builds on the historic ministry of hospitality offered by the Sisters.

The Community is based in a peaceful Victorian Convent setting in Wantage. For more information, go to our website: [www.csmv.co.uk](http://www.csmv.co.uk)

### **About the Role**

The new Bursary Clerk (Finance Assistant) will work alongside the Bursar, looking after the smooth running of the Convent's financial operations. This includes the recording and paying of all supplier invoices, monitoring all income especially that coming from activities in the Retreat Wing and Maribel Centre and contributing to the preparation and processing of the monthly payroll. The role also includes providing administrative support to the Steward in relation to HR and personnel matters, by keeping personnel records up to date, maintaining sickness and holiday records and processing DBS checks. We use Sage 50 Accounts and Sage 50cloud Payroll, as well as Excel and Word.

In addition to working with Bursar and the Steward, there are key internal relationships with the Sister in Charge, the Heads of Estates, Care and Household, and with the Reception team.

There is an opportunity to help develop and streamline day to day bursary processes and in providing financial information to those who need it, notably Trustees.

The Bursary Clerk will work at St Mary's Convent, Wantage for 15-20 hours a week, with the exact times open to negotiation. Salary in the range £20,000 - £25,000 (fte) according to experience.

### **How to apply**

Please send a CV with a covering letter explaining why you would be a good fit for the role to [keith.glenny@csmv.co.uk](mailto:keith.glenny@csmv.co.uk) by **11am on Monday 26 July**.

Interviews will take place on the afternoon of Monday 2 August.

# Roles and Responsibilities

## Finance

- To manage the processing of invoices, ensuring all invoices are correctly coded, authorised and paid on time.
- Set up approved payment runs in NatWest Bankline ready for authorisation and processing.
- Regularly review purchase ledger balances and reconcile to supplier statements.
- Deal with day to day queries from staff and suppliers in a timely and professional manner.
- Banking of all cheques and cash, liaising closely with Reception about income expected and received for the Maribel Centre and Retreat Wing.
- Use Sage to prepare regular reconciliations of the main bank accounts.
- To maintain the petty cash account and ensure all entries are entered into Sage accurately.
- To work closely with the Bursar and Steward in preparing the monthly payroll and to deal with all staff payroll queries in the first instance.
- To administer, maintain and accurately record the monthly payments for the NEST pension scheme. *(full training will be given)*
- To be responsible for the preparation of Gift Aid claims to HMRC.
- Assist in the preparation of the information and reports required for the annual audit.
- Filing or scanning of all accounting documentation.
- To be responsible for the archiving of accounts paperwork and files at the end of each financial year.
- Develop and improve existing procedures and processes as required.
- General correspondence and office duties as required.

## Personnel/Administration

- To undertake a full range of personnel duties, including but not limited to: managing the filing system and maintaining personnel files, maintaining and recording staff sickness and annual leave records.
- To manage the process of employment eligibility and DBS checks for new and existing staff, including checking staff documentation.
- To ensure all first aid records are maintained and up-to-date, and to manage the booking process for first aid courses as required.
- To manage and oversee stationery requirements for CSMV.
- To provide administrative support to the Steward and Sisters and undertake any other duties as required by the Steward and/or Sisters.

## Person Specification – Bursary Clerk

Qualifications/Education & Training	Essential/Desirable	
GCSE English Language, C or above, or equivalent	✓	
GCSE Maths, C or above, or equivalent	✓	
Part qualified AAT or equivalent qualification, <b>OR</b> minimum 2 years' experience in a finance role	✓	
Knowledge, Skills and Experience	Essential/Desirable	
Good knowledge of and experience of Sage or other accounting package	✓	
Experience of working with payroll software and administration of related HMRC and pension payments		✓
Experience of HR/payroll processes		✓
Experience of handling Gift Aid claims		✓
Reconciliation of bank accounts		✓
Sound bookkeeping sales ledger and/or purchase ledger experience	✓	
Electronic banking experience		✓
High level of numeracy and literacy, with experience of working in finance	✓	
Confident and experienced use of MS Office suite, especially Excel, Word and Outlook	✓	
Personal Qualities and Attributes	Essential/Desirable	
Respectful of the Christian faith and the Religious Life	✓	
A strong team player, able to work flexibly to support others	✓	
Impeccable attention to detail	✓	
Ability to plan and prioritise work and communicates issues clearly and in a timely manner	✓	
Takes initiative whilst ready to ask for help when required	✓	
Maintains confidentiality and discretion at all times	✓	
Excellent interpersonal skills with a good telephone manner	✓	
Understanding of working in the charity sector		✓