



FINANCE ADMINISTRATOR

APPLICATION PACK



CHURCH PASTORAL AID SOCIETY

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.

Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

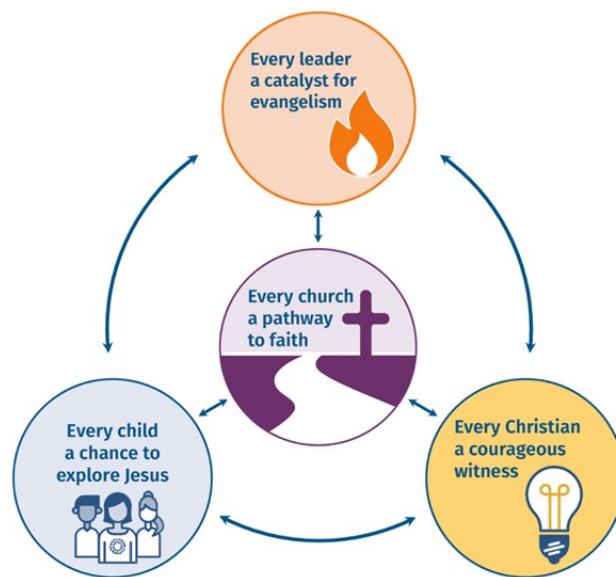
THANK YOU FOR CONSIDERING THE FINANCE ADMINISTRATOR POST AT CPAS

ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its patronage work and leadership training are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2030, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in over 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Ventures and Falcons Holidays: for 8-18's to explore life with Jesus on our residential.

CPAS also has a strategic priority to strengthen our operational core. There are a number of strands of work being invested in to ensure the organisation is robust enough to sustain and increase our 3 distinct but collaborative areas of work.

ABOUT THIS ROLE

This is a highly varied administrative role, processing invoices, reconciling data and maintaining financial information across the breadth of CPAS' work. Led by the recently appointed Head of Finance, the Finance Administrator will focus on providing administrative support to the Finance Team. During the summer they will work closely with our Ventures and Falcons team processing invoices and volunteer expense claims for the 60+ children's and young people's holidays that we run during the school holidays.

This is an exciting time to join the CPAS team as the charity is at the start of a digital transformation project to find and implement efficiencies to benefit the entire organisation.

You'll thrive in this role if you are detail oriented with strong organisational and analytical skills and comfortable with repetitive tasks. If you are also calm, approachable and resilient under pressure, and enjoy proactively improving systems and processes, we would love to hear from you.

ROLE PROFILE – FINANCE ADMINISTRATOR

RESPONSIBLE TO: Head of Finance

KEY WORKING RELATIONSHIPS

- **Internally:** Finance Team and other CPAS staff
- **Externally:** Suppliers and supporters

JOB PURPOSE

Responsible for providing day-to-day administrative support to help the Finance Team provide timely information for all who require it.

CORE TASKS

- Enter income onto the accounts and CRM systems including cheques, charity vouchers, standing orders, direct debits and file all income receipts
- Prepare cheques for banking
- Assist with daily income reconciliations
- Produce and distribute receipts as necessary
- Process and validate Gift Aid declarations and standing orders
- Assist with monthly Gift Aid claim
- Take telephone donations or sales
- Check, code and process purchase invoices/expenses
- Enter approved invoices/expenses onto accounting system
- Prepare BACs for approval
- Distribute remittances and file paperwork
- Sort and open post
- Filter telephone calls and transfer as appropriate
- Assist the finance team with month and year end activities
- Other tasks deemed as appropriate for the role, including supporting other operational tasks as required
- Assist as necessary towards the professional running of the finance team and CPAS

OTHER REQUIREMENTS

- Contribute positively to the culture of CPAS
- Work in a manner which respects the Christian ethos of the organisation
- Because the workload is increased during the summer school holidays when the majority of Venture and Falcon holidays take place, the postholder will be required to avoid taking annual leave during the last two weeks of August and the first two weeks of September

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. This job description will be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected with the scope and grading of the post and according to the needs of the organisation.

PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Essential:

- Educated to A Level standard or equivalent
- Understanding of UK GDPR and data protection in an office environment

Desirable:

- Part qualified AAT to Level 2 or by experience
- Bookkeeping qualification

SKILLS

Essential:

- Good numerical skills with a high level of accuracy and attention to detail
- Good communication skills, both written and verbal
- Possess a strong initiative and an ability to problem solve
- An ability to work to tight deadlines
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Desirable:

- A proactive approach to improving systems and processes
- Confidence in analysing data and producing basic financial reports
- Strong telephone based customer service skills

EXPERIENCE

Essential:

- Experience of using accounting software and Microsoft Excel

Desirable:

- Experience of working in the charity or not-for-profit sector
- Experience of changing finance systems and processes
- Experience of compiling and validating Gift Aid claims
- Experience of working in a small finance team

PERSONAL QUALITIES

Essential:

- Detail oriented with strong organisational and analytical skills
- Comfortable with repetitive tasks
- An ability to communicate effectively with staff at all levels of the organisation
- An ability to handle confidential and sensitive information appropriately
- Calm, approachable and resilient under pressure
- Willing to work in a manner that respects the Christian ethos of the organisation and enables the wider aspirations and ministry of CPAS to be achieved*.



*CPAS is an evangelical Anglican mission agency working to support churches across the UK and Republic of Ireland. Although the postholder is not required to be a practising Christian, they must be willing to work in a way that respects the Christian ethos of the organisation and enables the wider aspirations and ministry of CPAS to be achieved.

TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy.
2. **Salary:** £10,171—£10,942 per annum, dependent on experience (pro rata of a full-time salary of £25,089—£27,019) and subject to an annual pay review.
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment of 15 hours per week. CPAS operates a flexible working policy. It may be possible to increase hours of work during busy periods.
6. **Holiday:** Annual leave entitlement is 13.5 days per annum (pro rata of 33 days for a full-time post). This entitlement is inclusive of bank and public holidays, and in addition the offices are closed between Christmas and New Year and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Long Service Additional Annual Leave:** an additional 2 weeks annual leave is awarded to staff who complete continuous service with CPAS of 10 years or more.
8. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
9. **Start date:** Ideally May 2026 (with some flexibility).
10. **Safeguarding:** This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.
11. **Right to Work:** You must have evidence of your ongoing right to work in the UK.

HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk.

APPLICATION CLOSING DATE

The deadline for applications is **9am on Monday 9th March**.

INTERVIEWS

Interviews are scheduled for **Tuesday 24th March** at our office in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via recruitment@cpas.org.uk



CPAS VALUES

All CPAS staff are expected to work within the values of the organisation:

Missionally Focused

Graciously Engaged

Boldly Innovative

Courageously Hopeful