

Role Profile: Summer Finance Co-ordinator

Purpose of the role: For both New Wine Trust and New Wine Resources, to support the Finance team in the pre United event preparation, on-site and post the summer conferences. Duties to include assistance in Cash/Bank related matters; Accounts Payable (AP) and general support, as required, to the finance team including ad hoc tasks and on site specific tasks (including cash counting and management, collections and café takings analysis, banking, café team training, till fixing and support, gate team support and petty cash management). The administration of the payment of a gift to those who have undertaken a significant role would also form a significant part of the role.

Line Manager: Finance Business Partner (Resources)

Key responsibilities and approximate time split:

Receipts and Payments/Bank and cash transactions 20%

1. Participating in payments management including AP for speakers etc, Expenses, Gifts, Refunds, Foreign Payments and bank transfers, including posting transactions on the SAGE general ledger (GL), **ensuring correct Nominal and Department codes**
2. Participating in Receipts management, including Fee Income and all other workload, including Donations. Banking cheques as required.
3. Processing of credit cards for collection on site.
4. Participation, as required, in takings management at Conference (which includes full daily reconciliation and banking of 100% of each day's takings). To include appropriate segregation of takings for NWT and NWR and incorporating that into spreadsheet and banking processes.

Accounts Payable 30%

5. Supporting in Accounts Payable management including inputting invoices and expense claims, managing Suppliers (including contact details) and running/managing payments.

Gifts 30%

6. Consolidation of information required to assist New Wine in its annual decisions on the level of gifts to pay to those who have undertaken a significant role. Inputting details into Sage, printing cheques and updating spreadsheets for all Gift payments, sending remittances.

Other 20%

7. Producing reports and analysis as required
8. Help with Gift Aid claims as required – logging and processing relevant information / processing card payments
9. Support at conference collections (2 nights p w)
10. Processing credit card donations at conference and post site.
11. Back up for Finance Gate team as required (selling tickets and programmes)
12. Helping to manage the inventory of Conference Programmes and stock counts on site.
13. Develop knowledge to act as the lead on till training and trouble-shooting on site.
14. Help with incoming Finance department correspondence
15. Ad hoc duties as required

On-Site responsibilities – Summer Conferences

Attending conferences as required and continuing to perform the above duties and responsibilities while accepting broader and/or more diverse responsibilities as part of the On-Site Finance team. This includes arriving 3 to 4 days before the conference starts, staying after the end as required and helping set up and take down of the office.

March 2019

Summer Finance Co-ordinator

Person specification

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Task focussed • Organised • Good at problem solving • Motivated to deliver results • Thorough and accurate • Creative and innovative thinking to solve problems • Good at relationships (and Customer Service) inside and outside the team 	
Skills	<ul style="list-style-type: none"> • Able to work well as part of a team • Good verbal and written communication skills • Able to manage own time, prioritise work, use initiative and meet deadlines • Planning and decision-making skills 	
Knowledge	<ul style="list-style-type: none"> • Computer literacy – Excellent working knowledge of Microsoft Excel & Word, Microsoft Outlook and Internet Explorer. Good knowledge of Google docs and electronic solutions to administrative tasks. • An understanding of the vision and values of New Wine 	<ul style="list-style-type: none"> • Accounts Department experience Cash Books/Accounts Payable etc • Working knowledge of Sage
Other	<ul style="list-style-type: none"> • A committed follower of Jesus Christ and has good understanding of Kingdom principles and lifestyle. 	