

## Senior Administrator, Cambridge Unitarian Church

Salary: £30,000 pro rata for two days per week (equivalent to £12,000 per annum)

The Unitarian Church Cambridge is seeking a part-time, permanent Senior Administrator to help us effectively and efficiently run our organisation. We are a small congregation, based in central Cambridge, with an employed Minister but no other members of staff. We have two buildings that we let out to other organisations and individuals, which form the basis of some of our income.

Reporting to the Board of Trustees, as well as the Minister, the successful candidate will manage the administrative requirements for the Church's day-to-day functioning.

Specific responsibilities will include, but are not limited to:

- Managing the bookkeeping, to include:
  - paying invoices and other bills;
  - keeping track of donations and venue hire fees;
  - monitoring any ongoing direct debits and standing orders, such as energy bills.
- Ensuring the efficient filing of financial and legal paperwork, particularly towards the requirements of the Annual Accounts and the submission of Gift Aid reclaim.
- Assisting the Trustees with the administration of the recent change from an unincorporated charity to a CIO.
- Keeping an up-to-date list of Church Members and their contact details.
- Keeping track of any ongoing contracts or licenses, such as insurance or music, and ensuring they are renewed if required.
- Working with the Minister and the Trustees to monitor the buildings for necessary repairs or regular maintenance and liaising with outside contractors to complete the work.
- Ensuring all required policies are in place and updated regularly, such as Health and Safety.
- Answering email enquiries as to the lettings of the buildings. Most of our lettings are regular and ongoing, but we do receive enquiries for one-off events.
- Ensuring the shared lettings diary is updated and correct.

To date, all of this work has been done on a voluntary basis, spread out amongst the Trustees. **As such, this is a newly created role that has not been filled before.** The time it takes to complete all of these tasks can vary week to week, but we estimate that it will take no longer than 15 hours per week. However, what we are most looking for is the knowledge that one person is overseeing what needs to be done and ensuring it gets done.

In the area of our administration, we have very little attachment to 'how things are always done', so would always welcome any suggestions of improvements and efficiencies. Although it would be helpful if you were able to visit the Church when required, most of the role can be carried out working remotely.

If you would be interested in applying or just finding out more, please email [cambridge.unitarian.treasurer@gmail.com](mailto:cambridge.unitarian.treasurer@gmail.com) or call Courtney on 07903 771 310. Thank you for your interest!