



United Synagogue Job Description

- JOB TITLE:** Finance and Administrative Executive
- LOCATION:** Mill Hill Synagogue
- WORKING HOURS:** 35 hours per week - Mondays to Thursday 9.00 am - 5.00 pm, Friday or Sunday 10.00 am - 1.00 pm
To work on average every third Sunday and not work on the preceding Friday
Flexibility will be required to facilitate community events and meetings
- SALARY:** Circa £30,000 per annum, commensurate with experience
- REPORTS TO:** FR and/or Chairman
- BENEFITS:** 20 days holiday, plus 8 Bank Holidays
Jewish festivals when they fall on a normal working day
Childcare Vouchers
Auto-Enrolled Pension

JOB PURPOSE:

To manage and maintain all aspects of the Synagogues financial accounts and other financial records relating to the Synagogue. To provide proactive, efficient and professional administration in managing the affairs of the Synagogue and delivering a high level of customer service to the community.

The post holder will need to deal with all members in a professional and courteous manner. They should seek to accommodate all their requests, whenever practical, to ensure that customer satisfaction is maximised.

1. SCOPE OF RESPONSIBILITIES

The Finance and Admin Executive is an employee of the United Synagogue. The role is to assist with the efficient operation of the Synagogue and is the first point of contact for the community on a range of issues.

2. FINANCIAL DUTIES

- To record and pay all monies into bank accounts
- Maintain records of all payments and receipts in respect of Synagogue accounts
- Maintain records of all payments and receipts in respect of donations, functions, and other education and community events

- Complete and maintain all general ledgers in accordance with agreed accounting policies and principles
- Responsible for credit control and completion of monthly debtors reconciliation for Financial Representative review
- Regularly review and chase member's fees payable and overdue debts and monthly debtor's reconciliation for FR approval
- To maintain petty cash records and receipts
- Set up, monitor and reconcile direct debit payments on a monthly basis
- Submission of invoices for FR approval and authorisation
- Any other financial duties that the FR requires

3. ADMINISTRATIVE DUTIES (Secondary duties when cover is required)

3.1 CORRESPONDENCE

- To deal with general correspondence and queries by telephone email and in writing.
- To undertake correspondence concerned with the Synagogue as requested by the Rabbinate

3.2 DATA

Maintain membership databases and other records relating to the Synagogue and make all necessary entries. Ensure member information is complete and up to date (address, telephone, e-mail address). All books, documents, computerised records and papers belonging to the Synagogue shall not, without written authority from the Honorary Officers of the Synagogue be shown to anyone except the auditors, members of the Executive, the Honorary Officers of the Synagogue or the Chief Executive of the United Synagogue.

3.3 MEMBERSHIP

- Help individuals to complete the membership application forms as and when required
- Maintain membership statistics

3.4 Any other administration duties as and when required by FR

4. PERSON SPECIFICATION

The person to be appointed to this post should able to demonstrate the following:

Abilities

- Able to work unsupervised and to manage own workload and deliver results under pressure and to tight deadlines and objectives
- Ability to carry out work with accuracy and paying attention to detail to ensure work is carried out to the quality expected.
- To manage and prioritise a wide range of financial and administrative tasks and duties, both complex and routine
- To work in a professional manner and developing effective working relationships with colleagues and external members at all times whilst being discreet and trustworthy, and capable of preserving confidentiality
- To be able to work as an effective and proactive member of the Synagogue team

Skills

- Background in a bookkeeping and credit control role within a business
- Excellent interpersonal and written communication skills
- Demonstrable skills in time management and planning
- Strong computing skills and substantial experience of using Microsoft Word, Excel, outlook and databases
- Skilled at delivering a consistently high quality member focused service
- Strong aptitude for numbers

Knowledge

- Knowledge and experience of accounting, general bookkeeping and credit control
- Considerable knowledge of Jewish customs and practices

Commitment

- Must be in sympathy with the aims of the United Synagogue

5. GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures