



## United Synagogue Job Description

<b>JOB TITLE:</b>	Finance and Administrative Assistant
<b>LOCATION:</b>	Stanmore & Canons Park United Synagogue
<b>WORKING HOURS:</b>	25 up to 35 hours per week, negotiable Overtime may be required to facilitate the community's busy periods, (i.e. billing), events and meetings
<b>SALARY:</b>	Up to £30,000 per annum, depending on hours worked
<b>REPORTS TO:</b>	FR and Community & Finance Manager
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays, pro rata 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 administrative support to the Community & Finance Manager 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 Assistant 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. DUTIES & RESPONSIBILITIES**

To assist the Community & Finance Manager in the efficient running and organisation of the synagogue, its events and activities.

### **3. FINANCIAL DUTIES**

- To record and pay all monies into bank accounts
- Maintaining records of all payments and receipts in respect of Synagogue accounts
- Maintaining records of all payments and receipts in respect of donations, functions, and other education and community events
- Completing and maintaining all general ledgers in accordance with agreed accounting policies and principles
- Responsible for credit control and completion of monthly debtor's reconciliation for FR review
- Regular review of member's fees payable and overdue
- To maintain petty cash records and receipts
- Set up and monitor and reconcile direct debit payments on a monthly basis
- Submission of invoices for Financial Representative approval and authorisation
- Regularly review and chase member's fees payable and overdue debts and monthly debtor's reconciliation for FR approval

### **4. ADMINISTRATIVE DUTIES (Secondary duties when cover is required)**

#### **4.1 CORRESPONDENCE**

- To deal with general correspondence and queries by telephone email and in writing as instructed and required by the Community and Finance Manager
- To undertake correspondence concerned with the Synagogue as requested by the Rabbinate

#### **2.2 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.

#### **4.3 MEMBERSHIP**

- Help people to complete the membership application forms as and when required
  - Maintain membership statistics
  - Keep a register of the Yahrzeits of members and notify them of their Yahrzeits in a timely fashion
- Provide to the wardens a list of those who have Yahrzeit each week .

#### **4.4 COMMUNICATIONS**

- Draft and leave in the Synagogue prior to Shabbat the weekly newsletter, covering service times for the week; include Mazal Tovs and condolences and Synagogue events in the next two weeks.
- Print out and distribute around the Synagogue copies of these prior to Shabbat
- Ensure notice board is kept up to date and tidy
- Assist with mail shots as and when required

## 4.5 MEMBER EVENTS

*Births, Circumcision (Brit Mila) and Bar/Bat Mitzvah.*

- Checking correct date and Sedra and sending and completing relevant forms

*Weddings:*

- Arranging date, sending and completion of applications, meeting with the couple and their families, explaining the ceremony, taking them into the Brides room and Synagogue, arranging completion of applications and arranging Ministers

*Deaths:*

- Arrange for prayer books and chairs to be collected as directed by the Administrator
- Assist the Care Team to keep in touch with member/s or their families after funeral/shiva when in need of most support
- Send letters of condolence, as directed, to the respective family member/s and ensure notification of funeral/shiva arrangements are sent to members of the Board of Management and wider community as appropriate

## 5. HALL & SYNAGOGUE HIRE

- Liaise with clients and caterers as to the availability, viewing and costs with regard to hiring of our Synagogue or hall. Deal with hire details and ensure that hall is set up correctly and that cleaning staff and security are booked in advance
- Arrange that the Chupah is correctly set up for weddings and that the florist has access early in the morning prior to the wedding.
- Arrange numerous functions and meetings held on weekly, monthly basis, Shiurim, Educational Seminars
- Arrange bookings and enquiries for outside organisations
- Ensure that the hall is correctly prepared for whatever function is being held

## **6. MEETINGS**

- Prepare the forms and documents for the elections at the Synagogue in accordance with the Byelaws regulating the same. Distribute to members as appropriate
- Annual Elections - Nomination forms and re-notice of motion -Notification to nominees -Replies from nominees - Consider notices of motion with HO's - Prepare Voting papers - Prepare polling booths and ballot boxes - Scrutinise list - Election return to Head Office - Date of first meeting after elections - Representative on US Burial Committee.
- Take minutes of the meeting, produce minutes for approval and distribution.

## **7. HEALTH & SAFETY**

- Become familiar with health and safety issues
- Ensure that the building complies with the Health and Safety Standards.
- Deal with any emergencies in the Synagogue, obtaining the emergency services should they be required and reporting incident(s) to The Centre and in the official record book

## **8. PERSON SPECIFICATION**

**The person to be appointed to this post should be 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 customers 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 customer 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**

## 9. 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
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**