



UNITED SYNAGOGUE JOB DESCRIPTION

- JOB TITLE:** Roving Finance Administrator
- LOCATION:** United Synagogue Central Office based at North Finchley and home, but will attend United Synagogue locations as and when required
- WORKING HOURS:** 35 hours per week
- ANNUAL SALARY:** £30,000 per annum
- REPORTS TO:** Membership & Community Administration Manager within the Communities Division
- BENEFITS:** 20 day per annum plus Bank Holidays, and Jewish festivals when they fall on a normal working day
Employee Assistance Programme
Ride-to-Work Scheme
Auto-Enrolled Pension
- JOB PURPOSE:** To act on behalf of the United Synagogue to manage and maintain all aspects of allocated Synagogues' financial accounts and other financial records relating to those Synagogues. You will be the first point of contact for finance-related queries from members and other stakeholders and deal with all requests in a timely, professional, and courteous manner
- To provide proactive, efficient, and professional financial administrative support to the Synagogues' Honorary Officers, delivering a high level of customer service including overseeing Membership Subscription Collections.

DUTIES AND RESPONSIBILITIES

1. SCOPE OF RESPONSIBILITIES

The Roving Finance Administrator is an employee of The United Synagogue. This new position has been created to cover the Financial Administration for agreed Synagogues. The post holder will act as a liaison between The United Synagogue Central Office and local Synagogue Financial Representatives (FR). The greater part of the role will be to manage and maintain the efficient operation of financial accounts and other financial records in allocated Synagogues.

2. FINANCE

For each allocated Synagogue:

- To record and pay all monies into bank accounts
- To act as 1st point of contact for Members in relation to Membership Subscriptions
- To have regular contact with the allocated Synagogue Administrator and Financial Representative to ensure the constant flow of communication
- To maintain records of all payments and receipts in respect of Synagogue accounts
- To maintain records of all payments and receipts in respect of donations, functions, and other education events
- To issue invoices for services provided by the Synagogue, such as advertising and hall hire, and where necessary chase the prompt payment of such invoices
- To create and send annual membership subscriptions
- Collection of subscriptions, including the regular issuing of statements and contact with debtors by post, email and on the telephone
- Monthly liaison with local Financial Representatives in relation to debtors
- Reconciliation of Monthly Direct Debits to be in contact with members in relation to disputed payments
- Annual renewal of all Direct Debits
- To assist local Financial Representatives with Ad Hoc financial requests.
- Completing and maintaining all general ledgers in accordance with agreed accounting policies and principles
- To maintain petty cash records and receipts
- Regular review and collection of members' fees payable and overdue
- Submission of invoices for Financial Representative approval and authorisation
- Monthly Credit Card reconciliation
- To work on site when required/ necessary
- To liaise with Line Manager on regular basis

3. CONTINUOUS PROFESSIONAL DEVELOPMENT

In acceptance of this position, the post holder is required to take a proactive approach to their own continuous professional development and to attend training and/or learning and development events as appropriate.

4. PERSON SPECIFICATION

Abilities

- To demonstrate balancing conflicting workloads and time pressures when working over multiple sites
- To work unsupervised, manage own workload, deliver results under pressure to tight deadlines and objectives
- Ability to carry out work with accuracy, paying attention to detail and to ensure work is carried out to the quality expected
- To manage and prioritise a wide range of financial administrative tasks and duties, both complex and routine
- To work in a professional manner, developing effective working relationships with colleagues and external customers, whilst being discreet and trustworthy, and preserving confidentiality
- To work as an effective and proactive member of the United Synagogue Central team

Skills

- Excellent communication skills both written and verbal
- Demonstrable skills in time management and planning
- Strong computing skills and substantial experience of using Microsoft Word, Excel, Outlook, together with intranet-based systems and databases
- Skilled at delivering a consistently high-quality customer focussed service
- Strong aptitude for numbers

Knowledge

- Knowledge and experience of accounting
- Considerable knowledge of Jewish customs and practices

Commitment

- Align with the values 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
- Should any changes be made to the Job Description, it will be in consultation with the post-holder; this Job Description is subject to alteration in response to 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**