

Job Description

Finance Administrator

The role will report to both the Gift Aid Manager and Pension Administration & Payroll Manager and be part of the key pension administration team for the RCB. Pension Administration reports to the Head of Finance and is part of the Finance and IT Department.

The RCB manages Gift Aid on behalf of over 200 Parishes in Northern Ireland. The Gift Aid scheme gives tax relief on charitable donations and is available to all taxpayers in Northern Ireland. The Gift Aid Administrator will look after gift aid declarations, generate and distribute claim forms and input returned claim forms to a central database. Claims are then submitted to HMRC and the refunds distributed to individual parishes.

The Pension Administration team provides pension administration to one thousand active and retired members of the Clergy in the Republic of Ireland and Northern Ireland. The role will also provide payroll support to active and retired clergy.

The team are customer service focused and required to meet statutory and pension regulations. One of the core responsibilities of the role is to enhance members' experience in all aspects of gift aid and pension administration.

Reporting

The role will report to both the Gift Aid Manager and the Pension Administration and Payroll Manager. This is a part-time role (21-hour week to be either three days full time or five mornings per week) based in the RCB Offices in Church House, Rathmines. Opportunities for hybrid working are available after the completion of initial training.

Responsibilities

- Data Entry for New Gift Aid declarations
- Issue Claim forms to Parishes monthly (main bulk is in December)
- Data Entry for Gift Aid claims
- Sending Gift Aid claims to HMRC
- Making Payments to Parishes when Gift Aid is received from HMRC
- Dealing with day-to-day queries in relation to Gift Aid.
- Data Entry and Payroll support for Active Clergy or Pensioners
- Support clergy with access to the Payslip portal (password changes etc.)
- Reconciliations and other post payroll support
- Administration of grants for payment to pensioners
- Administration of training grants to ordinands
- Issue Clergy Life Certificates and monitoring returns
- Prepare and issue members' (active & deferred) annual benefit statements
- Other Pension Administration support as required
- Keeping up to date with relevant pension and taxation legislation as it impacts pension benefits and payroll
- Dealing with day-to-day enquiries – telephone calls, letters and emails
- Dealing with audit queries for gift aid, payroll or pension administration.
- Other duties consistent with the job title may be assigned from time to time.

The Person

Factor	Essential requirements	Desirable requirements
Education / Training	<ul style="list-style-type: none">✓ Interest in Financial or Accounts Administration	<ul style="list-style-type: none">✓ Third level business or finance qualification (degree, diploma or certificate)✓ Interest in Pension Administration and/or Payroll
Experience	<ul style="list-style-type: none">✓ A minimum of 2 years' work experience in a finance function✓ Proven ability to work in a customer facing environment	<ul style="list-style-type: none">✓ 3-5 years' previous work experience in a finance function
Knowledge / Skills	<ul style="list-style-type: none">✓ Strong numerical and analytical skills✓ Strong attention to detail and accuracy✓ Strong IT skills including Microsoft Office (Excel, Word, Outlook) and a knowledge of relevant accounting and management information systems✓ A flexible but structured approach to work and capability of handling multiple priorities in a fast-paced environment to deliver business needs.✓ Excellent communication skills, both written and verbal, with the ability to build relationships and communicate comfortably with personnel of different levels and backgrounds.✓ Experience of producing accurate work and pays attention to detail.✓ Ability to work on own or as part of a team.	<ul style="list-style-type: none">✓ Ability to work with Microsoft Excel to at least intermediate standard.
Other	<ul style="list-style-type: none">✓ Valid EU work permit✓ Native or Fluent English speaker	<ul style="list-style-type: none">✓ An understanding of the ethos of the Church of Ireland

Training & Development

Full training in the systems used by the Church of Ireland for gift aid, payroll and pension administration will be provided. It is expected that the candidate will be interested in relevant professional development training on an ad hoc basis.

The Offer

The RCB offers:

- Part-time position
- Competitive market-driven starting salary
- Remote working opportunities (The RCB policy currently requires a minimum of two days per week in the office).
- Car parking facilities and good public transport options
- Pensionable position

To Apply

Apply by sending your CV and letter of application to recruit@rcbcoi.org by 5pm on Friday 14th February 2025.