



FINANCE & EVENTS SECRETARY – JOB DESCRIPTION

The Lay Community of St Benedict (LCSB), a community of Lay Benedictines which celebrated its 50th anniversary in 2021, (www.lcsb.co.uk) plans to recruit a faith-filled person, a Christian, who will be part of the Community in an administrative and community role.

Job title:	Finance & Events Secretary
Reporting to:	Treasurer
Status:	Employee
Hours:	7.5 hours per week average over the year, plus an additional 7.5 hours per week for the months of Easter and the Summer Gathering (August), an effective salary of fourteen months.
Salary:	£13.125 per hour equating to an annual salary of £5,971.88, the next salary review will be in January 2025
Workplace:	Working from home (plus supporting some events in person)
Travel:	Some travel expected, all expenses reimbursed
Safeguarding:	DBS clearance

1. FINANCE

- Produce timely monthly banking spreadsheets for the Treasurer,
- Receive and record donations and payments from members and others,
- Oversee and bank receipts of bookings for LCSB events (however received) and acknowledge receipt with the payer,
- Receive, pay and store all authorised invoices and expense claims,
- Obtain and record consent forms for Gift Aid recovery,
- Maintain LCSB on-line banking and mandates in liaison with Treasurer,
- Issue bank Standing Order and Gift Aid forms as requested (e.g. by new members),
- Update monthly the twelve-month summary of donations received.

2. EVENTS

- Assist as appropriate/requested, event leaders/teams about venue hire, budgets, health and safety and protection issues, insurance and room allocations. Be the main contact with the venue for main events. This is particularly time-consuming with Easter and the Summer Gathering (note salary details),
- Provide a timely financial summary of each major event,
- In liaison with members and event organisers, produce a Weekly Summary of Activities for the coming week,
- Discharge such other duties as are reasonably requested by line manager, Leader, Council or Trustees

3. COMMUNITY

- Support the work of Teams & Council
 - Attend quarterly Council meetings and biannual team leaders' meetings
- Act as team leader of the Events & Access team

SKILLS

Essential skills:

- Excellent communicator with experience of liaising with a variety of groups
- Self-starting and shows initiative
- Able to help event organisers with budgets for events
- Resilient and patient in dealing with members and third parties
- Able to communicate through all methods – phone, email, WhatsApp, etc, as needed
- Able to maintain a positive approach in a situation of disagreement
- Able to prioritise work and adhere to deadlines
- Ability to work within the community values of the LCSB
- Keep confidential from unauthorised persons any matters that become known as a result of employment
- Communicate concerns and issues in a timely manner to line manager, Leader, Council and Trustees
- Comply fully with current Data Protection Regulations and LCSB policies and procedures
- Be able to work (probably) at home, with secure access to the Internet
- Be proficient in use of IT hardware and software (including Word, Access and Excel)
- Keep all electronic records and files up-to-date and backed up electronically, and store safely non-electronic records
- Advise line manager in timely manner of planned leave absences and of periods of illness
- Be compassionate in all dealings with event attendees who need subsidies or to pay in instalments
- Be available occasionally for evening meetings (as event organisers often work full-time)

Preferable skills:

- Knowledge of the LCSB and its ethos and/or Benedictine charism
- Knowledge of online event booking systems such as Eventbrite
- Knowledge of picture or document editing software (e.g. Photoshop, Canva, InDesign)

JOB DESCRIPTION

Whilst this job description seeks to list all relevant duties, the job holder will also be expected to adapt and undertake any other duties which may be required from time to time.

TRAINING AND ONGOING DEVELOPMENT

The LCSB requires all staff to adhere to any necessary statutory training requirements and updates that may be needed from time to time.

HEALTH AND SAFETY

The LCSB has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the LCSB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The LCSB's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the LCSB, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

THE LCSB IS AN EQUAL OPPORTUNITIES EMPLOYER