



Modern Church
faith in the world

MODERN CHURCH

ADMINISTRATOR + FINANCE OFFICER WANTED

Applications are invited for the newly created post of Administrator + Finance Officer. The role involves general administration responsibilities covering all aspects of MC's work, including support of the Chair and Trustees, the General Secretary and the membership of the organisation. The charity arranges an annual conference and an annual residential Council meeting and the Administrator has an important role in these. Along with the General Secretary, the Communications Officer, the Editors for the journal *Modern Believing* and magazine *Signs of the Times*, the Administrator occupies a key position promoting the objects of the charity.

Please request a Job Description and Person Specification for more details.

The appointment will begin on 1st June 2021.

The hours are approx. 12 hours a week, with attendance at the annual conference and trustee meetings as part of the role. This is a paid position and the salary is in line with rates paid commercially.

How to Apply

Submit a brief CV and a letter of application to:

office@modernchurch.org.uk

The deadline for applications is 15 March 2021 and interviews will take place via the internet.

Further enquiries about the post can be made to :

Revd Dr Alan Race: chair@modernchurch.org.uk (Chair of Modern Church Trustees & Council)

Modern Church Administrator with Accounting/Bookkeeping

Background information about Modern Church

Modern Church is the main society promoting liberal theology in the churches of the UK. Founded in 1898, it was originally an Anglican society, but now its members come from many branches of the Christian faith. It embraces the spirit of free and informed enquiry and seeks to involve the Christian faith in an ongoing search for truth by interpreting traditional doctrine in the light of present day understanding. To this end it believes in open discussion, critical scholarship and willingness to change. It holds an annual conference on contemporary issues. Membership includes subscription to the journal *Modern Believing*. The President of MC is Professor Elaine Graham.

Trustees' meetings are usually held in February, May and October, in Birmingham and London. Currently meetings are held online via zoom. The residential Council Meeting is usually held in March at Hinsley Hall, Leeds – again currently on-line. The Annual General Meeting takes place each July during the course of the annual conference which is held at High Leigh Conference Centre in Hertfordshire. This year the annual conference will be held online.

Further information about Modern Church can be found on its website: www.modernchurch.org.uk

Job Description

The administrator works from home for 12 hours a week for a salary of approximately £8,000 per year. Travel expenses to meetings etc are paid, as are additional hours where required for attendance at conferences, for example.

The Administrator reports to the Chair and has a day to day working relationship with the General Secretary and the Communications Officer.

There will be a 6 month probationary period for the newly appointed administrator and it is hoped there might be at least a 1 month overlap with the current post holder who is due to leave post at the end of May.

The current role of Treasurer is undertaken by an elected member of the Trustees on an acting basis. It is now felt that with the greater simplification of the accounts and the use of an outside contractor to manage the payroll the Treasurer role could logically become part of the Administrator's post.

It is hoped that the Administrator might be able to store items such as basic stationery, a display board, a small stock of books and journals, publicity material, banners, resources for annual conference etc. Modern Church owns a Dell laptop (purchased in 2019) and a laminator for the Administrator's use.

The Administrator's address is used as the registered office of Modern Church.

Listed below are tasks related to the work of the Administrator:

Trustees Meetings

- Book venues about a year in advance; organise any equipment required, and arrival & departure.
- Agree an Agenda with officers, and send out to trustees along with relevant papers.
- Write up minutes and finalise with officers; action as agreed in meeting.

Residential Council Meeting

- Book a year ahead.
- Circulate Council members after trustees meeting in October (when details of costs, programme, etc can be discussed) with cost and preliminary booking information.
- Organise agenda, papers to be circulated, etc. Take leaflets, fliers, books for council members to circulate, buy, etc.

Annual Report and AGM

- Prepare draft of annual report from submissions of officers for the May trustees meeting.
- Prepare notice of AGM and elections for insertion in April mailing and April *Signs of the Times*.
- Organise elections to MC Council, i.e. notify council members whose three years has been served and ascertain who is to stand for election.
- Prepare papers for AGM, held at annual conference.
- Prepare for election of council and election of trustees.
- Lodge the signed off Annual Report with the Charity Commissioners.

Annual Conference

- The Administrator keeps in close contact with the Chair of the conference and the conference secretary. She liaises between all those involved, ensuring that all loose ends are joined up. Currently she has:
- Organised publicity: liaising with others over design of flyer, circulation of flyer from previous conference onwards, press publicity, circulation to colleges and other interested groups; upload relevant material to website.
- About 4 weeks before the conference, emailed/written to all those attending with travel information, a final programme and joining instructions.
- Prepared wallets for each conference member given out on arrival with detailed information about speakers, the programme, evaluation forms, badges etc.
- Arrived early at the conference centre to ensure that rooms are arranged as required and that sound and recording systems are set up. Also, to meet students who are helping with practical tasks at the conference.
- Responsibility for badges, evaluation forms etc.

Day Conferences

- Assisting with organisation, advising on programmes, publicity, etc.

Liverpool University Press and journal – Modern Believing

- Liaising with LUP over publicity of journal at events; liaising with editor and his assistant re adverts in journal; liaising with the printing manager re inserts (2 a year) and re extra copies of journal.

Membership

- Liaising with LUP re subscriptions and membership and with volunteer council members in order to develop personal relationships with members.
- Being a contact point for members and act as go-between with LUP.
- Keep a list of Affiliate members.

E newsletter

- Put together an e-newsletter once a quarter and liaise with Comms Officer re distribution.

Liaising with other organisations eg Inclusive Church, PCN Britain, through the General Secretary

- Participation in meetings where joint events are planned.

Publicity

- Support the work of the Communications Officer.

Accounts and bookkeeping

- The Administrator will be expected to keep the accounts of the charity and manage the payment of invoices.
- Banking is done largely with CAF Bank and all payments have to be approved by one of the Trustees.
- There is a PayPal account for purchases via the Modern Church website.
- Investments are held with the Church of England Board of Finance (CCLA), who also hold our Deposit Account.
- The financial year runs from January to December and a report needs to be produced as soon as possible into the new year for approval by the Trustees and the Independent Examiner in order to publish them in the Annual Report in time for the Annual General Meeting in July.
- The accounting program Money Manager is currently used as well as Excel.

Person Specification

Essential:

1. Able to present a positive image to enquirers through emails, letters and telephone conversations.
2. A self-starter, well organized and able to see tasks through to completion.
3. Skilled at using computers, especially with respect to word processing, emails and social media.
4. Knowledge of Excel.
5. Supportive of liberal theology and the work of the Modern Church.
6. Able to work co-operatively.
7. Has adequate desk space and a small amount of additional storage space.
8. Flexibility to travel to meetings, conferences, etc.

Desirable:

1. Experience of working in voluntary organizations.
2. Familiarity with church structures and an interest in theology.
3. Experience of supporting conferences with administration.
4. Bookkeeping experience and knowledge of presenting straightforward accounts.