**Finance Admin Support (part-time)**

**Salary:**  **£14,414 p.a. actual salary (equivalent to a full time salary of £24,570)**

**Hours:**  **22 hours per week (flexible working available)**

**Location:** **Wigan Deanery Trust Office, Wigan Investment Centre, Waterside Drive WN3 5BA**

**Start date: August 2025**

**Job Purpose:**  
We're looking for a proactive person to support our Finance Officer with administrative tasks for Wigan Deanery Trust and Church Wigan. You'll help with the financial processes, including payroll and reporting. You'll work with the existing part-time finance officer and the trustee responsible for finance. We need someone with great attention to detail, communication skills, and the ability to work independently and as part of a team. Experience of finance and payroll processes is desirable but not essential as full training will be provided.

**Key Responsibilities:**  
*Payroll:*  
\* Manage monthly payroll processes for WDT and parishes using the Moneysoft Payroll Manager software, including manual calculations and processing.  
\* Generate funeral pay reports from the Wired Contact funeral management system.  
\* Maintain and update WDT Salary Information, including joiners, movers, leavers, and tax codes.  
\* Run parishes’ payroll.  
\* Manage year-end payroll processes, including updating the payroll system and issuing P60s.  
  
*Finance Processes:*  
\* Process invoices and payments accurately and efficiently.  
\* Manage and process expense claims.  
\* Oversee the Finance email inbox, ensuring timely responses and appropriate action.

\* Support the annual account process by producing relevant data and assist in preparing monthly reports using our finance software  
\* Update and maintain data in the Wired Contact funeral management system, including payment dates.  
\* Issue Funeral Director statements, including identifying and following up on outstanding debts.

\* Manage the Bank Account associated with the Food Pantries.  
  
**Essential Criteria:**  
\* Experience of using computer based systems   
\* Proficiency in Excel/Spreadsheet/Database analysis, including report manipulation.  
\* Accuracy and attention to detail.  
\* Flexibility and adaptability to changing priorities.  
\* Excellent customer service skills.  
\* Ability to work effectively as part of a team.  
  
  
**Desirable Criteria:**

\*Experience of payroll systems and payroll knowledge   
\* Experience of working in the charity sector.

\* Experience of working as part of a finance team.

**Personal Attributes:**  
\* Strong organisational and time-management skills.  
\* Excellent communication and interpersonal skills.  
\* Ability to work independently and take initiative.  
\* Commitment to maintaining confidentiality and data protection.

\* The post holder must be in sympathy with the aims and ethos of the Church of England and to fully support WDT’s Mission: “Believing in Wigan” (see [www.wigandeanerytrust.org](https://www.wigandeanerytrust.org))

**Closing Date for Applications: Monday 4th August 9am.**

**We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.**

For an informal chat for further information, please contact the Support Services Manager Kirsty.pennington@wigandeanerytrust.org

**To apply please send your CV and a covering letter to** [christiane.cook@wigandeanerytrust.org](mailto:christiane.cook@wigandeanerytrust.org)**.**

***Please include in your cover letter your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. Please check the job description and person specification before completing this section.***