**Finance Officer (part-time)**

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

**Hours:**  **22 hours per week**

**Location: Wigan Deanery Trust, supporting Church Wigan**

**Start date: August 2025**

**Job Purpose:**To provide comprehensive financial support to Wigan Deanery Trust (WDT) and Church Wigan, ensuring accurate and efficient management of financial processes, including payroll, accounts, and reporting. You would work with the existing part-time finance officer and the WDT Trustee responsible for finance. We are looking for a proactive individual with strong attention to detail, excellent communication skills, and the ability to work both independently and as part of a team.  
  
**Key Responsibilities:***Payroll:*\* Manage monthly payroll processes for WDT and PCCs, including manual calculations and processing.  
\* Generate funeral pay reports from the Funeral 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.  
\* Prepare monthly account working papers to facilitate effective posting to Paxton.  
\* Support the annual account process by producing relevant data and information.  
\* Update and maintain data in the Wired Contact Funeral System, including payment dates.  
\* Issue Funeral Director statements, including identifying and following up on outstanding debts.

\* Manage the Food Provision Bank Account.  
  
**Essential Criteria:**  
\* Finance qualification (e.g., AAT or finance module as part of a wider business qualification).  
\* Proven payroll knowledge and experience of payroll systems (manual).  
\* Knowledge of Government policies and HMRC requirements (tax, pensions, etc.).  
\* Experience in finance processes such as invoicing and bank reconciliation.  
\* 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.  
\* Experience of working as part of a finance team.  
  
**Desirable Criteria:**\* Experience of constructing and monitoring budgets, identifying and reporting on areas of success and concern.  
\* Experience of working in the charity sector.  
  
**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 the Mission and Values of WDT and Chruch Wigan?

**Closing Date for Applications: 7th July 2025 – 9am\***

\*Please note – we reserve the right to close the vacancy early if we have suitable applicants.

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.***