

Job Title: Finance Officer and Bookkeeper (Voluntary Role)

Organization: Sports Chaplaincy UK

Location: Remote/UK-based

About Sports Chaplaincy UK:

Sports Chaplaincy UK is a vibrant and dedicated charity committed to helping provide pastoral and spiritual support to the community of sport across the United Kingdom and Ireland. Our mission is to offer care and compassion to sports participants at all levels, from grassroots to elite, ensuring their well-being both on and off the field. We aim to make this positive impact through a network of trained and supported sports chaplains.

Role Overview:

We are looking for a dedicated and experienced Finance Officer and Bookkeeper to assist in managing the day-to-day financial operations of the charity. This volunteer role will support the CEO and help enable the day to day running of the charity. The position is ideal for someone with a background in finance or accounting who is passionate about our mission and eager to contribute to the charity's growth and sustainability.

Key Responsibilities:

- **Financial Oversight:**
 - Monitor financial transactions through online access to CAF Bank and ensure automated allocation of income and expenditure is accurate.
 - Oversee the processing of incoming invoices and cost claims, ensuring payments are subject to CEO authorisation.
 - Assist in the creation of ad hoc invoices based on CEO instructions.

- **Bookkeeping and Payroll:**
 - Use Intuit QuickBooks Online for accounting, payroll, and reporting tasks.
 - Manage monthly salary calculations, including HMRC submissions, and update employee pension schemes (NEST and Baptist Pension Scheme).
 - Manually allocate income from CAF Donate, PayPal, and Stripe to the relevant sources.
 - Maintain digital records of all income and expenditures for the charity.

- **Compliance and Reporting:**
 - Prepare monthly management accounts, annual reports, and financial statements for submission to the Treasurer and Board of Trustees.
 - Support the preparation of annual budgets in collaboration with the CEO and Treasurer.
 - File Gift Aid claims and other government support schemes to ensure the charity benefits from eligible contributions.

- **Collaboration with CEO:**
 - Work closely with the CEO on financial strategy and key financial decisions.

- Provide ad hoc financial reports and attend Board of Trustees meetings when financial input is needed.

Additional Responsibilities:

- Act as an agent of the charity in maintaining financial and software systems.
- Ensure compliance with legal and regulatory financial requirements, particularly HMRC and charity governance.

Qualifications and Experience:

- Experience with financial management and bookkeeping, preferably using Intuit QuickBooks or similar software.
- Knowledge of UK charity finance regulations and experience managing payroll and Gift Aid claims.
- Excellent organisational and communication skills.
- Ability to work independently and make informed financial decisions in collaboration with the CEO.
- A passion for sports and a desire to contribute to the mission of Sports Chaplaincy UK and Ireland.
- GOR: A born again Christian and agree with EA statement of Faith.

● **Personal Attributes:**

- Compassionate and empathetic, with a genuine desire to see support and care provided for individuals within the sports community.
- High integrity and ethical standards, with a commitment to transparency and accountability.
- Resilient and adaptable, with the ability to thrive in a dynamic and evolving environment.

■ **Time Commitment:**

This voluntary role requires approximately 4-6 hours per week. Flexibility is available, and tasks can be completed remotely.

■ **Application Process:**

If you are a passionate and experienced leader looking to make a meaningful difference in the community of sport, we would love to hear from you. Please submit your expression of interest via our website:

<https://sportschaplaincy.org.uk/volunteer-scuk/> and our team will contact you for an initial chat. Please be ready to provide your CV and why your suitability for the role.

Join Us:

Be part of a compassionate and dedicated team at Sports Chaplaincy UK & Ireland and help us make a lasting impact on the lives of those in the sports community. Together, we can provide the care and support they need to thrive both on and off the field.

Sports Chaplaincy UK is an equal opportunity organization and welcomes applications from all qualified individuals.