



Job Description

Job Title	Payments Administrator
Area/Department	Finance / Administration and Resources
Reporting to	Management Accountant & Payments Manager
Direct Reports	None
Location	The Office of General Assembly, 86 Tavistock Place, London, WC1H 9RT
Travel	None
Working Hours	21 hours per week
Job Summary: To maintain the operation of the payments ledger system.	

Background: The URC is activist, dissenting and motivated by social justice. It is also committed to theological and cultural diversity. The URC is conciliar which is a core part of its ethos and polity and shapes how the Councils of the Church make decisions.

As the team serving General Assembly, our collective task is to implement the decisions of General Assembly and Assembly Executive. The teams which make up the Office of General Assembly (Faith in Action, Ministries, Governance and Administration and Resources) are diverse in their tasks and areas of expertise but are united by a common purpose; in our different ways we exist to support and enable and support the wider church and its members in local churches and across synods.

Administration & Resources team provides support to all those working from the Offices of General Assembly either in person or remotely. Therefore, an ethos of positive customer service is important so that the wider work of the General Assembly is effectively facilitated. The Department covers the core work areas of Compliance, IT, Buildings & Facilities, Records and Archives, Website and Database, Finance, HR, Payroll and Pensions.

The finance team is concerned with the financial management of the URC Trust's resources. It maintains accounting records, prepares annual accounts and collects Ministry & Mission (M&M) contributions from Churches. It also provides the same core finance functions for the Retired Ministers' Housing Society.

Principal responsibilities and duties

Main Duties

1. Administer the operation of the Payments Ledger system to ensure timely and correct processing of payments and expenses authorised by budget holders and to perform the weekly payment runs.
2. Set up any new supplier accounts in Sun Finance System and B4B.
3. Answer queries in relation to payments.
4. Provide administrative support to the Chief Finance Officer and Financial Accounting Manager, including providing help with the preparation of papers for Boards Committees and annual Treasurer's Consultation as required.
5. Undertake other tasks within the Finance office as directed by the Management Accountant & Payments Manager or the Chief Finance Officer.

Key Collaborations (outside of role specific team/area)

None other than your team members and members in your area of work.

Working with Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the Chief Finance Officer:

1. Resources Committee: *meets six times per year; supports Chief Finance Officer with preparation of papers as required.*
2. URC Treasurer's consultation: *meets once a year; supports Chief Finance Officer with preparation of papers as required.*

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Communicate effectively with colleagues and internal and external contacts [C]
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Act in ways that protect own and others' health safety and security [C].
4. Deliver excellent customer service [C].
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance [C].
6. Ensure compliance with data protection principle and practice [C].
7. Ensure compliance with safeguarding practice [C]

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs, and this job description will therefore be subject to periodic review and change if required.

Created April 2025

Person Specification

Job Title: Payments Administrator

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Educated to A level standard	<ul style="list-style-type: none"> AAT Qualification 	CV/Interview
Experience	2. Office administration 3. Working with databases	<ul style="list-style-type: none"> Administrative experience with a finance or banking context 	CV/Interview
Knowledge		<ul style="list-style-type: none"> The United Reformed Church and its structures 	CV/Interview
Skills and Abilities	4. MS 365, particularly Access, Excel and Outlook 5. Accuracy and attention to detail 6. Numerate and able to produce statistics 7. Strong administrative and organisational skills 8. Excellent interpersonal skills 9. Good customer service to be able to respond to queries in a calm, helpful and positive way. 10. Strong sense of personal responsibility and initiative 11. Ability to work to tight deadlines 12. Team player		CV/Test/ Interview
Other	13. Willing to work within the Christian ethos of the United Reformed Church		