



# ST. STEPHEN'S ANGLICAN CHURCH SUNNINGHILL

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20 May 2026

Job Opportunity: Finance Administrator

St Stephen's Anglican Church is seeking a trustworthy and detail-oriented Finance Administrator to support the financial and administrative life of the church. This role is suited to someone who is organised, proactive, and committed to serving within a faith-based environment.

Role: Finance Administrator

Reporting to: Rector

Type: Full time – Monday – Friday (Will be required to work some weekends)

## **Key Responsibilities**

- Load EFT payments on Parish banking account.
- Complete weekly reconciliation and reporting of all fundraising and sales (e.g., tickets, books, retreats).
- Capture, reconcile, and analyse weekly dedicated giving, collections, and payments.
- Allocate dedicated giving numbers to new parishioners.
- Oversee cash handling, donations, and offering processes
- Prepare schedules and track regular monthly payments (e.g. CoJ and others)
- Prepare invoices and statements for facility hire
- Monitor collections and follow up on outstanding payments (debtors)
- Prepare and load weekly batch payments on Standard Bank Business Online
- Support fundraising efforts and assist in managing church assets

## **Additional Responsibilities**

- Liaise with renters: draft contracts, manage leases, and follow up on rental payments
- Maintain an up-to-date asset register and ensure adequate insurance cover
- Order office supplies as needed
- Prepare end-of-financial-year reports for the Vestry meeting in consultation with the treasurer and Verifier
- General Administration

## **Requirements**

- Proven experience in finance and/or administration
- Xero certification or willingness to undergo training
- Familiarity with church operations will be an advantage
- Strong organisational skills, attention to detail, and high level of integrity
- Grade 12 (Matric).
- Strong typing skills with excellent command of English grammar, spelling, and written communication.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel).
- Previous finance administration experience (advantageous).

## **Key Skills**

- Financial reporting and budgeting
- Xero accounting
- Communication and problem-solving
- General administrative skills

## **Personal Attributes**



- Commitment to the mission and values of the church
- Ethical, trustworthy, and proactive
- Warm, professional interpersonal skills with a service-oriented approach.
- Excellent organisational and planning ability, with strong attention to detail.
- Effective time management and task prioritisation skills.
- High level of accuracy, reliability, and accountability.

### **How to Apply**

If you believe that you have the necessary requirements, skills and attributes to fill this position, forward your application letter together with a copy of your curriculum vitae to [ststephensanglicanchurch187@gmail.com](mailto:ststephensanglicanchurch187@gmail.com). **Closing date for applications is 5 June 2026.**

**Please note: Only shortlisted candidates will be contacted. If you have not heard from us within two weeks after the closing date, please consider your application unsuccessful.**

