



Job Description Woven Office & Finance Administrator

We are a church of churches. We are committed to seeking the Kingdom, making disciples, and radically loving Jesus, each other and our community.

Every staff member plays a significant role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.

The Woven Office & Finance Administrator will report to the Operations Director and work mainly within the office space at our main resource church - St Margaret's Church, Aspley Lane, Nottingham, NG8 5GE.

Job profile	
Job title	Woven Church Office & Finance Administrator
Team/Department	Operations
Reports to	Operations Director
Location	Mon-Thurs St Margaret's Church + Friday WFH
Salary	£26,450
Post duration	Permanent (funded until the end of 2030)
Work pattern / hours	37.5 hours a week, Monday to Friday 9.00-17.00
DBS check required. (Yes/No)	Basic
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	16th June 2026

Role purpose

The core purpose of this role is to provide centralised administration support for the eight Woven churches in order to advance the mission of Woven.

Responsibilities in finance admin include – invoicing, credit control, assisting with budget creation and management, finance reporting.

Primary point of contact for all enquiries to the Woven office during its operating hours Monday to Thursday. This involves signposting, where applicable and providing assistance to all of the Woven churches relating to bookable spaces and the administration of Occasional Offices.

Additionally, the postholder will take responsibility for the administration of hall bookings at St Margaret's and the provision of supplies for church activities at St Margaret's. Manage resources, including people, finances and buildings.

Role dimensions

Budget management (where relevant)	Responsibility for the budget for St Margarets including utilities, stationery, printing etc
People management	Informal support only
Key relationships – internal	Woven Operations Director Clergy team Staff team Site team
Key relationships – external	Volunteers Hall Bookers Church Wardens Treasurers Funeral Directors Suppliers

Working environment

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be encouraging, grateful, gracious, and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity are encouraged alongside serving others. Our staff community is warm and engaging with lifelong relationships being built.

This role will be based in the Woven office at St Margaret's during office opening hours and the option of working remotely on Fridays.

Key responsibilities

- Woven office
 - Undertake the administration of occasional offices (being funerals, weddings, baptisms etc. across the Woven churches liaising with clergy, funeral directors, vergers and third parties as required).
 - Work with the churches across Woven to grow income from bookings and occasional offices.
 - Maintain the office environment, ensuring it is kept free of clutter and remains a positive working environment, stocked with appropriate supplies.
 - Provide administrative support to clergy and church officers across Woven in the performance of their duties.
 - Where possible facilitate volunteer involvement to support in the administration of the office enabling them to deal confidently with phone, email and in person enquires coming into the office.

- Woven Finance Admin
 - Monthly processing of salary journals and recharges
 - Expenses logging, approval and budget tracking
 - Accounting for debit card spend
 - Instructing weekly bill payments
 - Recharges of expenditure to other Woven churches
 - Bank reconciliation Woven & St Marg's
 - Chasing overdue invoices
 - Preparing finance reports
 - Assisting, training and supporting Woven church treasurers
 - Reclaiming salary and other items from grants
 - Assisting church leaders in securing cost efficiency with utility companies and other suppliers

- St Margaret's
 - Undertake the promotion and administration of hall bookings includes organising verger cover and cleaning
 - Ensure that church supplies are re-ordered as required
 - Provide administrative support to the St Margaret's clergy as required
 - Organise maintenance work

- Operations
 - Support the Operations Director with the implementation of systems and processes.
 - Anything else that supports the Operations Director in the execution of their role.

- As part of the wider woven team
 - Be a champion of the Woven vision, seeking ways to support the Woven network centrally and build unity.
 - Support and encourage the woven wide team with accessing and effective use of central resources and systems.

Key Working Arrangements

- 37.5 hours, Monday - Friday
- 5 weeks holiday plus bank holidays
- Auto-enrolment pension, 3% Employer contribution plus 5% employee contribution above qualifying earnings
- Occupational Sick Pay, 3 weeks full pay plus 3 weeks half pay

Person Specification

You will be a naturally tidy and organised person and enjoy helping others as part of a team. As a natural 'people' person, you will be able to combine achieving your objectives with supporting others around you. You can respond to changing needs, in a flexible and demanding environment. You will have a customer service mindset, be comfortable multi-tasking and keeping track of multiple 'live enquiries' at a time. You will be confident that your diligent notetaking enables teamwork and effective collaboration, within the existing systems.

You will be able to use initiative in the organic ebb and flow of office activity to maximise the benefit of quieter times, enabling you to pursue office improvements and work on longer-term goals.

You will participate fully in Woven staff prayer meetings, retreat time and events.

Essential and desirable skills, knowledge and experience required for the job

Essential

- A passion for Jesus and a servant hearted attitude.
- Polite and confident
- Resonance with the vision of Woven
- Excellent IT abilities, including Xero, MS O365 especially SharePoint and XL
- Excellent organisational skills
- A proficient communicator
- Experience in an administrative role
- Excellent numeracy and literacy skills
- Ability to self-manage according to agreed objectives
- Be proactive and use initiative
- Proficient at setting healthy boundaries
- Ability to multi-task and work independently
- Flexibility to respond to changing priorities in a fast-paced environment.
- High attention to detail
- Trustworthy, discreet, loyal and reliable
- Seeking to grow and develop in their role and relationships

Desirable

- Experience of working with volunteers
- Experience of working in a Church of England environment and understanding aspects such as governance (PCCs) and the Faculty process or willingness to learn
- Experience of Planning Centre/Church Suite

If you have any queries about this role, please get in touch with Woven Operations Director Lisa Robertson lisa.robertson@wearewoven.church.

Closing date for applications - 9th July 2026 Interview date - 15th July 2026

Start date - September or sooner if possible