

Finance Manager

Job Description

Main Purpose of the Role

To take responsibility for the finances of the Church.

Reports to:	Operations Director
Liaises with:	Trustees, Elders, all internal departments, external Accountant and Auditor, suppliers.
Place of work:	Everyday Church Central Office in Wimbledon.
Days/hours:	This is a part-time position for 4 days, 9am-5pm with an hour unpaid for lunch. This is a permanent position with a probation period of 3 months.
Salary:	£35,000 per annum

Key Responsibilities

- Oversee the finance function, including nominal ledger structure, Gift Aid and balance sheet items.
- Manage the Finance team, ensuring that the team are working well and delivering well in a timely manner.
- Produce weekly bank snapshots and take any action re cash flow including transfers.
- Produce monthly income and expenses information for the Trustees and Elders by the 11th of the following month.
- Produce finance packs for Trustee meetings and be able to share the highlights at the meetings.
- Responsible for working with the budget holders to prepare the annual budget.
- Review actual against quarterly budget and prepare forecasts for the year.
- Run monthly payroll including pensions auto-enrolment and work with Brewers accordingly.
- Produce quarterly management accounts within 3 weeks of quarter end.
- Contribute to new finance initiatives as agreed with Operations Director.
- Complete all statutory reports, returns and accounts across Everyday Church.
- Be the administrator of the Finance system and train others to get the best out of the system.
- Review external contracts, SLA, other financial legal documents prior to sign off.

Governance and Financial Administration

- Assisting the Company Secretary by monitoring venues' appointment of trustees, elders and officers in compliance with their governing documents. Tracking trustee action points, draft agendas and information, arrange meetings incl. AGM.
- Researching legal and other governance issues e.g. constitutional arrangements; licensing agreements; contracts; and taking advice from church solicitor/accountant where necessary.

One-Off Projects

- Complete one-off projects as agreed with the Operations Director. These may include things like:
 - Finance System implementation
 - Financial Reporting review

Other

As a charitable Christian organisation, the post holder must be committed to and embrace Everyday Church's ethos. This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3.

The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children, young people and vulnerable adults in accordance with the church's Safeguarding Policy.

Person Specification

	Essential	Desirable
<p>Education (Eg: degree/professional qualification)</p> <p>Willing to undertake relevant training as necessary</p>	<ul style="list-style-type: none"> • Relevant qualification in bookkeeping / accounting. • Proven experience of working in accounting at a very high level. 	<ul style="list-style-type: none"> • AAT accredited.
Experience	<ul style="list-style-type: none"> • Experience of contract negotiations?? • At least 2 years experience of managing a small finance team? • Experience of preparing management accounts, budgets, variance reports to tight deadlines 	<ul style="list-style-type: none"> • Experience of working in a charity, faith or voluntary sector
Skills/Abilities	<ul style="list-style-type: none"> • Self-motivated and able to work without close supervision. • Familiar with UK charity and finance regulation, including SORP. • Experience with Xero accounting package, online banking and Microsoft Excel. • Ability to summarise complex data and information for the Trustees and Pastors. • Ability to present to the Trustees the finances of the church. • Ability to prepare financial statements and work with Accountants and Auditors. • Ability to multi-task and work well with time pressure and deadlines. • Ability to relate well to people at all levels of the Church and outside. • Able to work with confidential information and maintain confidentiality. 	<ul style="list-style-type: none"> • Familiarity with VAT regulation. • Familiarity with Tax for Employees. • Familiarity with Gift Aid.
Personal Qualities	<ul style="list-style-type: none"> • A self-starter with ability to lead, manage, motivate and develop others. • Ability to focus to deliver and complete priorities and tasks. • Ability to handle confidential information and maintain confidentiality. • Willing to sign the Evangelical Alliance Statement of Faith and be committed to the outworking of Everyday Church's Mission, Values and Beliefs. 	