

Background

This role consolidates all financial activities into one function to provide a high quality service covering financial and management information, strong stewardship of resources, gift aid reporting and payroll services to the Parish. This role is for 20 hours per week spread over 4 days.

Purpose of job

To assure a complete financial and accounting service to the Parish by managing and leading all aspects of finance and the work of employees and volunteers supporting the finance function. The role reports to the Parish Manager.

Supervisory Responsibility

- Responsibility for the Finance function including the supervision of paid employees and volunteers therein.
- Role includes ensuring compliance with relevant charities accounting legislation and controls over Parish expenditure, accounts receivable payroll accounts payable, donations and Parish giving and petty cash.
- Training and development of finance staff including goal setting and annual appraisals.

Main duties

Management of the following finance tasks:

- Financial and management accounting
- Annual budget and 3 year business projections
- Cash flow forecasting
- Charity accounting disclosures (auditors oversee this)
- Invoicing
- Receipts and payments coding
- Giving income and gift aid accounting
- Control and management of purchase orders
- VAT reporting
- Finance and reserves policies
- Management and completion of the statutory accounts year-end process

Plus:

- Reporting, presenting and explaining financial data to key stakeholders
- Support of the Parish's Financial Prioritisation Process
- Support of maintenance spend reviews
- Support for stewardship initiatives

Key Liaison People/Groups

- Finance Team
- Parish Manager
- Assistant Parish Manager
- Treasurer
- Finance Committee
- Budget holders
- PCC
- External Auditors
- Charities Commission
- HMRC

Specific Job Skills

- Experienced accountant with excellent book-keeping skills. Highly numerate.
- Outstanding, proven finance management skills and accounting expertise in all areas relating to Parish finance requirements.
- Strong leadership skills. Confident in leading Parish finances. Able to lead others to ensure financial management is fully compliant.
- Advanced Microsoft Excel ability; good knowledge of other Microsoft Office packages eg Word and PowerPoint; capable and confident of learning finance packages as required e.g. Xero (the Parish's accounting software).
- Able to offer coaching, support, and training to staff, plus further development and management of financial issues as necessary to ensure a high service level.
- Effective communication (written, verbal, presentation) skills to successfully deliver and explain financial data to a range of audiences.
- Effective teamworker. Able to work well with all levels within the Church and Parish community.
- Highly effective problem solver. Able to create solutions and improve practice and processes to support ministry and ensure progress.

Additional information

The salary will be set consistent with church scales depending on the skills, experience and salary expectations and can be discussed further at interview.

SELECTION CRITERIA

	Essential	Desirable	
Experience	<ul style="list-style-type: none"> • Experienced accountant with proven track record covering book-keeping, financial and management accounting, budgeting/forecasting, cash flow, invoicing, managing reserves, producing reports and process improvement, year end audit • Supervising staff 	<ul style="list-style-type: none"> • Previous experience of working in finance management in a church, school, council, charity or other environment • Experience of payroll • Preparing statutory accounts • Working with auditors 	
Knowledge	<ul style="list-style-type: none"> • Some up-to-date knowledge of accounting standards and procedures • Knowledge of accounting software packages 	<ul style="list-style-type: none"> • Experience of Xero accounting software • Willingness to undertake further training • Some knowledge of charities accounting legislation 	
Skills	<ul style="list-style-type: none"> • IT Skills: proficiency in MS Office 365 (Word, Outlook, PowerPoint – good. Excel - advanced) • Strong organisational and reporting skills • Excellent inter-personal communication skills • Effective time management, meeting deadlines • Ability to streamline and improve processes and procedures 	<ul style="list-style-type: none"> • Proficient in learning new IT systems • Willingness to learn new skills as may be needed • Good presentation skills 	
Behaviours	<ul style="list-style-type: none"> • Ability to work calmly under pressure • Ability to work with a wide number of people in a Christian way • Strong leadership skills 		
Personal	<ul style="list-style-type: none"> • An enthusiastic person with good attention to detail • A self-motivated team player • Sense of humour 		