



**Are you a servant-hearted and gifted team player?**



**Are you financially literate with a good head for numbers?**

## We are looking for...

A servant-hearted, financially competent individual to join the Operations Team at Saint James to strengthen our ministry support.

### Character

- **Servant-hearted** – a willingness to serve, putting the needs of others first.
- **Motivated** – excited to put good process into action to support ministry.

### Conviction

We are an evangelical church in the Church of England. We uphold the historic evangelical teaching of the Church of England as outlined in the 39 Articles of Religion. What we believe can be summarised by the Evangelical Alliance Statement of Faith.

This role will be best filled by someone who shares these convictions and is able to support our church vision.

### Competency

We would love to see someone fill this role who can demonstrate these competencies:

- Possessing the highest levels of integrity and pastoral confidentiality [Essential]
- Servant hearted attitude to the wider ministry of the church [Essential]
- Able to work independently but also committed to working as a team member [Essential]
- Appropriately assertive [Essential]
- Sense of fun [Essential]
- Good communication skills – internally and externally [Essential]
- Able to relate well to others [Essential]
- Able to prioritise and work to deadlines [Essential]
- Able to attend to detail and a methodical approach to routine tasks [Essential]
- Able to operate well in a team [Essential]
- Financially literate, with a good head for numbers [Essential]
- Excellent working knowledge of double entry book-keeping [Desirable]
- Experience of producing monthly and year-end accounts [Desirable]
- Excellent computer skills, particularly in word and excel [Essential]
- Experience of using ExpensePlus or similar accounting package [Desirable]

### The Role

The Finance Manager has responsibility for the day-to-day accuracy and completeness of all church related financial matters. They are the main point of contact for all financial related questions relating to the above. They will prepare the monthly and year-end financial accounts in a meaningful and timely manner.

### Responsibilities

#### Bookkeeping

- Process invoices and expenses ensuring they are allocated to the appropriate budget and have been properly authorised.
- Process payments, ensuring proper authorisation.
- Provide information from the accounting software to produce monthly financial reports and to help the Treasurer to monitor budgets and full year forecasts.
- Assist the Operations Director with the notification of amendments to the payroll and pension providers.
- Set up and monitor standing orders, direct debits, and other online payments.
- Reconcile bank accounts (current and deposit), and credit cards, on a monthly basis.
- Reconcile all funds on a monthly basis.
- Process and bank incoming cash on a regular basis.
- Produce income and expenditure schedules, on request, for all church events.
- Assist the Operations Team in the preparation and tracking of invoices for Parish Events and external hires.
- Maintain supporting evidence for the accounts in accordance with HMRC rules.
- Other general financial tasks as determined by the Operations Director or Treasurer.

#### Accounting

- Manage and maintain Expense Plus finance software and associated spreadsheets that produce the monthly and annual accounts.
- Assist the staff team and committees in the production of budgets.
- Support the Treasurer to produce final budgets.
- Prepare year end accounts and co-ordinate annual external audit.
- Calculate the year-end adjustments.
- Maintain the files of supporting documentation for the budgets and year end accounts.
- Complete Annual Returns to HMRC, Church of England and Charity Commission.

#### Other Duties

- Review accounting procedures on a regular basis to ensure they are efficient and effective and comply with all the relevant Charity standards and accounting best practice.
- Review and negotiate contracts for the supply of utilities to our buildings.
- Liaise with our banks.
- Maintain bookstall (ordering, returns, product listings on Zettle etc).
- Liaise with the giving coordinator and secretary to ensure correct identification and acknowledgment of income.
- Maintain payment processing systems (Zettle, GiveALittle etc).

### Further Information

We are committed to caring for you: providing training, experience, and opportunities for self-development. This will be within a caring and supportive environment.

The remuneration package includes:

- Part-time contract, hours to be agreed, but expected to be 22.5 hours per week, we are open to a conversation about how these hours are spread through the year.
- Salary between £14,000 and £17,000, depending on experience.  
(£23,000-£26,500 FTE 35 hour week)
- Pension details are available on request.

For details of how to apply, or to arrange an initial conversation, please contact Mark Nicholas, [mark.nicholas@saintjames.org.uk](mailto:mark.nicholas@saintjames.org.uk), 01753 913133.

Deadline for applications: 6 May 2024, midday.