

St Stephen's Church, Norwich

Job Description

Job Title:	Finance Manager
Location:	Based in St Stephen's Church
Responsible to:	Vicar and Church Treasurer
Job purpose:	To maintain the Church's finance and accounts and to prepare and deliver relevant financial reports as required

Pay: Dependent upon experience and based on a 20 hour working week

Annual leave: 4 weeks plus bank holidays on a pro rata basis

Contract: Initially 3 months' probation period, followed by permanent contract

Period of notice offered and required 1 month

Full and enhanced DBS check

Context

St Stephen's Norwich is a busy city centre Church open seven days a week and running a busy community café, numerous courses, and community activities. Our vision is summarised in the statement "Open doors, Open hands, Open heart". All activities are under pinned by prayer.

The Finance Manager will be part of the established staff team which enjoys good relationships and meets in a safe place for discussion and problem solving.

Key Activities

1. To maintain the Church accounts using Xero accounting software.
2. To run the Church payroll and company pension scheme utilising Xero payroll software and liaising with NEST pension providers.
3. To bank cash takings from the Church café and other sources including Church collections.
4. To file a Gift Aid claim with HMRC on a monthly basis.
5. To provide monthly management accounts in required formats to the Church Standing Committee, liaising with the Church Treasurer regarding these reports.
6. To draft the General Fund budget for the year for approval by the Church Treasurer, the Church Standing Committee and PCC.
7. To draft annual accounts ready for examination by the Independent Examiner which will then be submitted to the Charity Commission.
8. To ensure sufficient working capital is maintained to meet commitments by means of transfers between bank accounts.
9. To manage the employee's holiday rota, and to calculate holiday entitlement.
10. To manage the Church petty cash system.
11. To draft monthly payment runs for approval by the Treasurer; set these up on the Church bank account online banking application for approval by a second approver.
12. To submit quarterly VAT Returns to HMRC using Xero software and complete the necessary accounting journals.
13. To be involved in ad-hoc reviews of the cafe's financial operations, including pricing decisions.

PERSON SPECIFICATION

Job title: Finance Manager

Responsible to: Vicar and Church Treasurer

<u>Key Skills</u>	<u>Evidence</u>	<u>Essential</u>	<u>Desirable</u>
A general background in bookkeeping / accountancy	Experience in sector Training will be given in use of Xero accountancy software, if necessary	Yes	
AAT or other recognised qualification, or qualified by experience	Certification or evidence of experience	Yes	
General knowledge of payroll, to include the operation of PAYE & NIC and pension contributions	Experience in such skills	Yes	
Able to communicate well, both verbally and in writing	Verbal and written literacy skills	Yes	
Knowledge of Windows computer software, in particular Excel and Word	Experience in such skills	Yes	
Genuine occupational requirement to have a Christian faith	Regular attendance at worship and prayer		Yes
Able to work on own initiative and within a team	Evidence through interview		Yes
Tolerance, patience and ability to deal with competing complex issues	Attitude and character		Yes
High levels of honesty, integrity, discretion and confidentiality	Attitude and character <input type="checkbox"/>	Yes	
Health: Able to meet the requirements of the post		Yes	
An understanding of equality and diversity	Evidence during interview		Yes
An understanding of safeguarding	Training to be given during induction		Yes
Full and enhanced DBS check		Yes	

Preferred working pattern, but negotiable depending upon candidate:

Fifteen to twenty hours per week, split between three to four weekday working days.

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy.