

Role	Finance Manager
Responsible to	Vicar and Church Treasurer
Key Responsibilities of the Role (tasks to be undertaken)	
<ol style="list-style-type: none"> 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. 	
Any arrangements for induction, training & support	
<p>Induction to take place at start of contract. Xero training to be given, as necessary. Church of England Safeguarding training (online) to be completed within 1 month of starting role.</p>	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
<p>IT equipment to be supplied by church</p>	

Role to be reviewed	October 2025
The role is eligible for a criminal record (DBS) check which is renewable every five years	Yes
Level of criminal record (DBS) check which is required for this role	Enhanced
Date DBS completed (not to start role until check complete)	

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

In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Bishop's Safeguarding Adviser (BSA) or Assistant BSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.