



November 2024

Application for the role of Finance Manager at St Stephen's Church

Thank you for considering the role of Finance Manager at St Stephen's.

Our busy Church is situated in the centre of the City and serves a wide variety of people, including families and people on the margins of society. The Church Café is staffed by a paid Café Manager and a team of dedicated volunteers, all of whom have a heart to serve the community and customers to the highest standard.

Due to the busyness of the Café, we need to employ a Finance Manager to maintain the accounting records of the Church. St Stephen's utilises the Xero accounting package, and although knowledge of this system would be advantageous full training would be given to the successful applicant if necessary.

At St Stephen's we place emphasis on team working and mutual support, the role does not restrict the Finance Manager solely to the Church office, you will be encouraged to enjoy diverse elements of being part of a lively city centre Church.

Full details of all aspects of the role are given in the job description

<https://www.ststephensnorwich.org/vacancy-finance-manager/>

If you are successful in being shortlisted for this role, then we will invite you to an interview. The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy.

Further information about the Church can be found on our website

<https://www.ststephensnorwich.org>

We look forward to receiving your application by Friday 6<sup>th</sup> December . Interviews will take place the following week.

A handwritten signature in black ink, appearing to read 'Sue Stapleford Pink'.

Sue Stapleford Pink - Church Treasurer