

## **JOB DESCRIPTION**



**Job Title:** Finance Manager

**Responsible to:** Operations Manager

**Accountable to:** Church Treasurer

**Main responsibility:** Ensure that the financial function is effectively controlled, is efficient and that the Trustees are provided with comprehensive and timely reports helping to make the best use of the Church's financial resources.

**Working with:** Others in the Operations team.

### **Main tasks**

#### **Accounting, Finance & Reporting**

- Work with the Treasurer and Operations Manager on administering financial processes, managing budgets and income generation.
- Take the lead in implementing and maintaining finance policies and procedures.
- Prepare regular/ad hoc financial reports for the Trustees.
- Create and maintain as necessary cost centre and account allocation code system
- Prime-entry bookkeeping to the production of monthly Management Accounts and year-end Management Accounts
- Ensure payments made to suppliers.
- Ensure payment of expenses and control of petty cash.
- Ensure bank reconciliation.
- Support Treasurer and Accountants to produce the Annual Report & Accounts including year-end journals and producing information for the notes
- Administration of Gift Aid
- Manage restricted funds for the Church.

#### **Cash Control**

- Manage all banking and raise cheques or arrange BACS payment
- Monitor hire income and liaise with Welcome Administrator re late/non-payment of fees.
- Monitor and report regularly on cash flow.

#### **Payroll/Pensions**

- Manage payroll, pension payments and HMRC returns through Stewardship.

#### **Compliance**

- Administer insurance policies for employer, public liability, building (including Manses) and contents.
- Complete Gift Aid returns to HMRC.
- Maintain up-to-date records on pay/salaries/pensions and the basis of these payments
- Ensure compliance with SORP requirements.

- Manage the audit process and liaising with the Independent Examiner on matters of compliance and accountability.
- Ensure the compliance of all necessary statutory returns.

### **Way of Working**

- Live the values of the Church:
  - Seeking God and working things out
  - Growing Christ like together
  - Collaborating in God's mission
  - Enabling service and leadership
- Pray for the work of the Church and the Operations Team.
- Lead Team devotions.

### **General**

- Keeping up to date with developments in the charities sector to enable the Church to follow best practice.
- Other tasks as reasonably assigned by the Operations Manager.

## **PERSON SPECIFICATION**

<b>Area</b>	<b>Criteria</b>	<b>Essential / Des</b>
<b>Education/ Professional</b>	CIMA, ACA, or ACCA qualified (or relevant experience)	Desirable
<b>Experience</b>	Proven experience of financial management, systems and controls ideally in a charity.	Essential
<b>Personal</b>	It is an occupational requirement for the person to be a committed Christian (Equality Act 2010). and take an active and prayerful role in the ministry of the Church	Essential
	Member of Bookham Baptist Church	Desirable
	Heart to serve	Essential
	Can do approach	Essential
	Team player	Essential
	Pro-active	Essential
	Discrete & confidential	Essential
	Reliable	Essential
	High Integrity	Essential
	Has the right to work in the UK	Essential
<b>Skills, knowledge and abilities</b>	Customer focused	Essential
	Detail conscious	Essential
	Prioritisation	Essential
	Delivery focused and to deadlines	Essential
	Planning and organisation	Desirable
	IT: Word, Outlook and PowerPoint to Intermediate level	Essential
	IT: Excel to advanced level	Essential
	IT: Accounting Software	Essential

# **MAIN TERMS OF EMPLOYMENT**

## **1. SALARY**

£ 8,256pa (£25,800pa FTE)

## **2. HOURS OF WORK [12 hours per week]**

Tuesday, Thursday and Friday 9.00am to 1.00 pm (or to be arranged)

## **3. ANNUAL HOLIDAY**

25 days per year, excluding public holidays (pro-rata)

## **4. SICK PAY**

4 weeks.

## **5. PENSION**

Work Place contributory pension scheme via The Peoples Pension which your contribution is matched by Bookham Baptist Church up to 5% of your salary.

## **6. NOTICE PERIOD**

4 weeks

## **7. PROBATIONARY PERIOD**

3 months