



Finance Manager

Job Title: Finance Manager

Employer: Holy Trinity PCC

Work base: Trinity House Clapham, 31-33 Bromell's Rd, Clapham, SW4 0BN (staff offices) and Holy Trinity Church, Clapham Common Northside, London, SW4 0QZ

Hours: FT

Reports to: This role is part of the Operations Team and is overseen by the Associate Minister: Operations and Development and Hon. Treasurer

Team: Operations

Background

Our vision at Holy Trinity Clapham (HTC) is to see **every life bearing fruit for Jesus**. We want to see this happen through trusting Jesus, transforming lives and growing the church. We have four Sunday services with an average Sunday attendance of 420 adults and 100 children.

Holy Trinity Clapham is a vibrant Anglican church on Clapham Common that has an inspiring past and an exciting future. In 2012, a church graft from HTB led by Jago and Susannah Wynne joined the existing congregation of Holy Trinity Clapham. Over the last few years we have seen significant growth and we are keen to build on this and support others in the Diocese as a Resource Church and through church planting.

Purpose of this role

This post is at the heart of our vision to see **every life bearing fruit for Jesus**. This role will take responsibility for managing our church finances working as a key part of the Operations team and Finance Committee to ensure that areas under their responsibility support our growth and new strategic initiatives.

Responsibilities

- In support of all other responsibilities maintain a clear, detailed bookkeeping system for all of Holy Trinity Clapham's books of prime entry;
- Sole responsibility for all inputting and financial processing;
- Prepare monthly management accounts, including variance analysis. Prepare monthly reports to all budget-managers/holders and produce a monthly cash position. Reporting to PCC will be discussed with, and supported by Hon. Treasurer and will also be reported to Finance Committee (the sub-committee of PCC with responsibility for Finance);
- Work with the Hon. Treasurer and our independent examiners as a key part of the year end and annual accounts production process. The post holder will lead on the preparation of all supporting papers to the annual accounts, ensure timely communication is maintained with internal and external stakeholders. Depending on experience, the post holder will produce the accounts for submission to the independent examiner;
- Provide key internal support for the annual budget setting process, specifically leading the co-ordination of information from the Rector/core team and budget-holders/managers on anticipated changes to the annual budget plan.

- Manage HTC's monthly planned giving schedule and submit regular fully evidenced gift aid reclaims to HMRC;
- Assist individuals with their giving by providing a point of contact and support for the giving process at HTC including preparation and involvement in Vision Sunday;
- Manage HTC's relationship with our payroll provider to ensure that all salaries, pension and NI contributions are correctly transacted, processed and reported accurately in the ledger;
- Work closely with the Hon. Treasurer and the Finance Committee to design, refine and lead financial implementation of internal financial controls and oversee running of agreed systems and processes;
- Take a proactive approach to identifying process improvements for ongoing financial management, especially: expense management; month-end; year-end reporting; and financial communication with givers.
- Take part in HTC's weekly staff prayer meetings, staff training and away days.

Essential character qualities

- You have a vibrant and deepening relationship with Jesus Christ, resourced from a personal discipline of prayer and God's Word and empowered by God's Spirit, which results in a desire in you to influence the world around you for Jesus;
- You have a heart and passion for the worship of Jesus Christ, both in your own life and in other people's lives.

Essential qualifications

- The post holder should be an experienced financial officer with a CCAB or equivalent qualification, or training towards one.

Essential skills and experience

- Strong literacy, numeracy and IT skills; must be highly proficient in Excel and able to use other software packages (Word, Microsoft Office);
- Experience of using an accounting package (Holy Trinity currently uses Quickbooks) and a demonstrated ability to quickly and efficiently generate meaningful outputs from the ledger.
- Good interpersonal skills with the ability to communicate complex financial information to non-finance staff in a manner that is clear, helpful and provides appropriate help to enable other employees to do their job;
- An ability to work to clear deadlines and successfully manage conflicting priorities - this role sits within the Operations team and is the only member of that team with responsibility for finance so the ability to be able to organise your own work and progress under your own initiative is essential.
- An understanding of the biblical perspective on giving and stewardship;
- An ability to work in a methodical manner maintaining clear and logical records with high attention to detail;
- Discretion and sensitivity - this is a high trust role dealing with substantial amounts of confidential data;
- Humility and servant-heartedness.

Desirable skills and experience

- Experience in a church/charity and donor management, including knowledge of Gift Aid legislation.

Additional Details and Requirements

It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian in full sympathy with the aims and ethos of Holy Trinity Clapham's purpose and mission. Your personal spiritual growth and renewal is important, and we will endeavour to support this including facilitating your ability to attend conferences and other events that will deepen your discipleship.

You will have five weeks holiday (plus bank holidays).

There will be occasional non-core hour work for which time off in lieu is given.

There is a 6 month probationary period for this post.

Salary: £26k-30k per annum plus 5% pension contribution