

Job Specification – Finance Manager

We are seeking an experienced finance professional who will have operational management and control across St Ebbe's finances, with an annual expenditure of over £1.5m. Careful stewardship of our financial resources is vitally important in furtherance of St Ebbe's passion to know Christ better and make him known.

Location: St Ebbe's Church, Oxford

Reports to: Associate Minister (Operations)

Has reporting to: Financial Administrator

Main purpose of the role: To enable achievement of the defined tasks of St. Ebbe's Church (to reach out, build up and send out) through effective management of our finances, including the provision of high-quality processing, financial control, reporting and analysis. The role holder will be the primary contact point for financial matters, delegating regular operational accounts work to the Financial Administrator, and working under the supervision of the Associate Minister (Operations) who has overall strategic responsibility for finance.

Specific tasks/priorities: Areas of responsibility include:

Financial Management

- Supporting the Associate Minister (Operations) in the financial management of St Ebbe's.
- Working with and for Church Treasurer, preparation of an annual budget, engaging other staff and PCC as required.
- Preparation of longer-term plan figures and financial support for major new initiatives.
- Preparation of revised financial forecasts through the year (at least quarterly).
- Providing financial advice to staff, including guidance on setting and working within approved budgets, and obtaining financial approval.
- Assisting Associate Minister (Operations) 'AM(O)' and Church Treasurer in the preparation for Gift Days and any other financial appeals (e.g. Harvest and ad hoc).
- First point of contact with bank and other financial institutions.
- Working with Treasurer and AM(O) devise and implement improvements to our financial management, control and reporting.

- Manage our insurance policies, to ensure they are adequate, appropriate and good value.
- Oversee management of our contracts for supplies, including utilities, and proactively procure new suppliers or contracts to achieve good value for money in all our purchases.

Financial Control

- Ensuring appropriate systems and processes exist to enable the church to comply with legal and moral obligations,
- Ensuring that St Ebbe's Financial Policies and Procedures are understood and followed throughout the organisation.
- Ensure payments are made on time, any creditors are managed, and debts are collected.
- An authorised signatory to the bank accounts and online banking, being one of the regular co-signatories to payments, having checked their authorisation is correct.
- Conduct a regular review of all bank accounts to identify anomalies, balances held in correct accounts to maximise interest and ensure reconciliations are correct.
- Financial oversight of any large projects, including introduction of necessary financial controls, their monitoring, and reporting of project finances. This to include establishing financial management and controls appropriate for Cowley Church Plant.
- A 'watching brief' and advisory role on behalf of AM(O) of the finances and financial procedures of St Ebbe's Headington, supporting their staff and Treasurer. This will include necessary actions and controls to ensure appropriate levels of consistency across St Ebbe's and the preparation of consolidated reports.
- Reviews budgets for one-off/irregular activities, and either gives or seeks approval in accordance with Financial Procedures.

Financial Reporting and Analysis

- Provide timely, accurate and appropriate regular reports and analysis to assist with decision making and planning, including to PCC, Standing Committee and to budget holders. Will include raising accruals to ensure any reports represent a fair account.
- Facilitate communication of the financial situation to the PCC and wider church, including ensuring literature and website content are readily available and up to date.
- Monitoring performance against budget of budget holders and activities, highlighting and divergence as appropriate to AM(O) and budget holders.

- Involvement in Finance Committee, preparing papers and attending.
- Production of ad hoc reports and analysis as requested and as you identify areas of concern or necessary for communication.
- Working with our auditors to prepare for and complete the annual financial audit and production of Annual Report and Accounts.
- Responding to requests from Diocese and elsewhere for financial information.
- Maintain any necessary systems outside of our accounting package to aid with financial reporting (e.g. Excel spreadsheets), ensuring that their data is both accurate and conforms to our core accounting data.
- Complete all necessary financial reporting e.g. to Charity Commission, HMRC/Treasury.

Management of Financial Administrator, including:

- Ensuring they maintain an accurate and orderly record of St Ebbe's finances. This will include regular and ad hoc checks for accuracy.
- Ensuring cash and bank accounts are appropriately monitored and controlled, that payment processes are followed, and that appropriate levels of liquid funds are maintained to meet expenditure.
- Ensuring contract management and procurement is completed to a high standard and with beneficial outcomes.
- Oversight of payroll and pension contributions.
- Working with the Financial Administrator to prepare both regular and ad hoc accounts summaries, reports and analysis.
- Undertaking the tasks of the Financial Administrator when they are absent or at busy periods.
- Line management responsibility.

Other Tasks:

- Providing a financial management and control service to other partner organisations as needed, e.g. South Central Gospel Partnership.
- Provision of above services for Cowley Church Plant.

In addition to responsibility for the above areas, other duties of the post include:

1. Ideally, to be a committed member of the congregation at St Ebbe's in the centre of town, attending Sunday services and Central Prayer Meetings wherever possible.
2. To be an active and valued member of the senior staff team at St Ebbe's, attending weekly staff meetings and annual

days away where possible within a part-time role.

3. To be making a positive contribution as a member of the Admin & Finance team, undertaking whatever additional tasks are required to contribute towards St Ebbe's aims.

Personal profile:

You will be a person of high personal integrity, with experience demonstrating that you handle money with care and information confidentially, and in a manner dictated by the Gospel.

You will be a financial professional, with appropriate qualifications or experience on the job, ideally in a charity or similar context.

You will be commercially astute, able to identify and achieve suitable outcomes for the church. You will have successfully achieved beneficial procurement.

You will be able to communicate clearly, and if necessary, firmly, across a range of audiences, including PCC, staff team, volunteers, members of the congregation, with our auditors and other stakeholders.

You will be highly numerate, able to use MS Excel to a good standard and very comfortable using modern office IT systems. You will be an astute financial analyst.

You will have successfully managed staff to improve performance and achieve positive working outcomes.

The role holder will be a committed Evangelical Christian and their belief will inform all aspects of the performance of their role.

Terms and Conditions:

The appointment is part-time, 14 hours per week (i.e. 2 days) – flexibility may be considered regarding exact days (e.g. to spread over more than 2 days) and hours.

The full-time equivalent salary will be £33,900 per year. We will make payments to a non-contributory pension equivalent to 10% of the salary.

The pro rata equivalent of the full-time holiday allowance of 25 days, bank and public holidays.

Appointment is subject to:

- Proof of eligibility to work in the UK.
- Adherence to the church's Declaration of Faith
- Satisfactory completion of any Safeguarding training or references that the PCC consider appropriate from time to time.

This is a permanent position, subject to a 6-month probationary period.