

# Job Description – 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: 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 Minister (Operations) who has overall strategic responsibility for finance.

## **Areas of responsibility include:**

### ***Financial Management***

- Supporting the Minister (Operations) in the financial management of St Ebbe's.
- Working with the Church Treasurer in preparation of the annual budget, engaging other staff and PCC as required.
- Preparation of revised financial forecasts through the year (quarterly).
- Supporting staff in budget management and approvals.
- Assisting Minister (Operations) and Church Treasurer in the preparation for Gift Days (2 or 3 times a year).
- Manage our insurance and contracts to achieve good value.

### ***Financial Control***

- Ensure payments are made on time, any creditors are managed, and debts are collected.
- Working with each of the three 'bases' (Central, Headington and Cowley) and their Treasurers to ensure appropriate controls.
- 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.

- Working with our auditors to prepare for and complete the annual financial audit and production of Annual Report and Accounts. (as this role is a short-term Maternity Leave cover we will seek more support than usual from the Auditors to complete the audit).
- Complete all necessary financial reporting e.g. to Charity Commission, HMRC/Treasury.

***Management of Financial Administrator, to include:***

- Ensuring they maintain an accurate and orderly record of St Ebbe's finances.
- 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.
- Oversight of payroll and pension contributions.
- Undertaking the tasks of the Financial Administrator when they are absent or at busy periods.

***Personal profile***

You will be a person of high personal integrity, with experience demonstrating that you handle money with care and information confidentially.

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 highly numerate, able to use MS Excel to a good standard and very comfortable using modern office IT systems (we use ExpensePlus to manage our finances and Microsoft 365).

***Terms and Conditions***

The appointment is part-time, 14 hours per week (i.e. 2 days) – there is some flexibility regarding exact days and hours (e.g. to spread over more than 2 days), but one of the working days must be a Tuesday or Thursday.

The full-time equivalent salary will be £28-35,000 per year, dependent on qualifications and experience.

The pro-rata equivalent of the full-time holiday allowance (which is 25 days plus all bank and public holidays, plus working days between Christmas and New Year).

This is a fixed-term contract, providing maternity cover for the current role holder (from as soon as possible after 5<sup>th</sup> December 2022 to 13<sup>th</sup> October 2023).

***Appointment is subject to:***

Satisfactory references.

Proof of eligibility to work in the UK.

Completion of any safeguarding training that the PCC considers appropriate to the role from time to time.