



Application Pack for Finance Manager

Closing date: 7th February

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Finance Manager (full time)

Responsible to: Operations & Finance Director and GML Finance Director
Hours of Work: 37.5 hours (Mon – Fri)

Job Summary

The Finance Manager is responsible for the financial operations of Greyfriars Church, which includes New Hope Community Church and the Atrium, and those of Greyfriars Ministries Ltd (GML), which runs Greyfriars Nursery. The role will work closely with the Vicar, the Treasurer, the Atrium Management Group and the GML Management Team and Board to enable the delivery of these groups' objectives through robust financial accounting and reporting. The Finance Manager will provide accurate and timely management and statutory reporting to enable sound financial control, good decision making and necessary governance to be maintained.

Greyfriars Church has annual income of circa £700,000, is part way through a redevelopment project with £4.5m left to spend and has recently opened the Atrium coffee shop and bookshop which, together, are anticipated to turnover in excess of £200,000 per annum.

GML is a separate Limited Company which is wholly owned by Greyfriars Church. GML employs 20+ staff, a nursery and HR manager and a Board of Directors presently comprising 4 active members of Greyfriars Church. The nursery is anticipated to turnover in excess of £600,000 in 2022.

Main Roles and Responsibilities

Planning and Reporting

- To prepare management accounts, budgets and cash flow forecasts in accordance with agreed timetables and standards for the Standing and Finance Committee, the PCC, the Atrium Management Group and the GML Operations Management team and Board
- To prepare Greyfriars Statutory Accounts for the annual audit and for PCC approval
- To prepare GML Statutory Accounts for the Annual Audit and for GML approval
- To ensure that financial and other returns as required by the Charity Commissioners, Companies House, National Church Institutions and other authorities are made on time
- To support budget holders and the GML Operations team in preparing, monitoring and managing their annual budgets
- To provide relevant and timely accounting information to other bodies, colleagues and decision-making groups as required
- Preparation and submission of quarterly VAT returns to HMRC.

Oversight and Control

- To manage the finances of the church in a manner consistent with the high standards of the gospel and legal/regulatory requirements
- To manage the finance teams of the church and GML, ensuring the proper maintenance of accounting records and financial controls
- To oversee the month-end processes
- To oversee the payments, receipts and banking of all monies
- To oversee monthly bank reconciliations on all accounts

- To oversee debt collection processes for GML and the Atrium to minimise losses
- To oversee the administration of the church and GML payroll, checking the GML managers' payroll submissions and authorising the payment along with preparing the end-of-year returns
- To prepare monthly PAYE/NI payments to HMRC
- To ensure finance systems, policies and processes are regularly reviewed and the approved controls are monitored and maintained
- To ensure compliance with the tax and regulatory requirements of the Charities and Companies Acts in so far as they apply to the diocese's accounting procedures

Banking and Investments

- To manage daily cash flow requirements
- To transact approved investment and supplier decisions
- To be the day-to-day contact for the church's banking and investment partners

Team and Self

- To manage and develop the Greyfriars and GML finance teams (currently 3 PT staff)
- To ensure that training needs are identified and addressed and that individual staff members are supported to develop
- To maintain high standards in own personal development to keep abreast of current good practice in relation to accounting, investments and reporting
- Keep abreast of financial developments across the charity sector and, in particular, within the Church of England, by liaising with senior finance staff in other dioceses and National Church Institutions

Other Responsibilities

- Support the management team of Greyfriars Nursery with all financial aspects of running the nursery
- Support the Atrium management team with all financial aspects of running the Coffee Shop and the Bookshop
- Liaise with the Redevelopment Team to ensure sound financial recording and reporting are in place
- Liaising with the Gift Aid Officer
- Assist with responding to routine financial enquiries from budget holders, clergy, PCC, Treasurers, nursery Manager and other relevant parties

Special/other requirements for this post

- Work flexibly within the scope of the post to fulfil the vision of the church
- Show resilience and the ability to deal with challenging situations
- Provide pastoral input and support those seeking help, and where necessary refer visitors to the wider Greyfriars staff team
- Attend weekly staff prayers and other meetings as required
- This list of main roles and responsibilities is not exhaustive, and the post-holder may be required to carry out other duties as required. Potential weekend work and occasional evenings are part of this role
- There is a genuine occupational requirement that you are a practising Christian

Person Specification

- Exercises initiative and self-motivation
- An organiser with an eye for forward planning and detail
- Highly personable/excellent communicator
- Able to motivate and develop staff through training and encouragement
- Works well under pressure and delivers to deadlines
- Reliable and responsible
- Able to manage within a matrix organisational structure
- Pastoral understanding and sensitivity
- Integrity in character and Christian faith
- A strong desire to see the Gospel spread

Education, Experience, Knowledge & Skills

- A recognised professional accounting qualification
- Line management experience
- Experience of preparing management accounts, budgets, forecasts and annual audits
- Experience of completing reconciliations and other day-to-day accounting activities
- Experience of using Sage (or another similar accounting package)
- Expert in using Excel and able to use other MS Office software proficiently
- Desirable experience – church/charity and donor management, including knowledge of Gift Aid legislation

The parish

We are a large evangelical town-centre church, with a congregation who come from right across Reading and the surrounding areas. We have a strong tradition of Bible teaching, with the exposition of scripture being an important and central part of our meeting together on Sundays, coupled with lively, enthusiastic, Spirit-led worship.

You will find our church site in the centre of the town, but with a parish that runs into residential areas, giving us both opportunities and challenges in service of the parish, town and surrounding area.

The nursery

Greyfriars Ministries Limited (GML) is a company owned by Greyfriars church which operates the nursery which is housed in the former Greyfriars vicarage adjacent to the church.

The nursery offers full time places for children aged three months to five years and primarily cater for parents working in the town as well as some who commute to London.

The majority of the Directors of GML are members of Greyfriars Church.



Greyfriars Church, Reading

Application Form for the post of Finance Manager (full time)

ALL candidates are asked to fill in this application form and provide a CV.
Please continue on separate pages if necessary.

Completed forms and accompanying CV should be returned to Julian Rowlandson by emailing to: office@greyfriars.org.uk, or posting to Julian at Greyfriars Church, 4 Sackville Street, Reading RG1 1NT.

1. PERSONAL INFORMATION

Name
Address

Telephone (home)
Mobile
Email
National Insurance Number

2. EDUCATION & QUALIFICATIONS

Please list in reverse date order (starting with most recent)

3. EMPLOYMENT & OTHER RESPONSIBILITIES

Please list in reverse date order (starting with most recent) a summary of church and secular employment and any relevant voluntary work (with dates).

4. EXPERIENCE & SKILLS

Please note in particular any experience of working in a similar role previously

5. FAITH AND BELIEF

How do you foresee your faith being worked out and growing in the role of Finance Manager?

6. INTERESTS & ACHIEVEMENTS

Are there any other interests or achievements that you think are relevant to share?

7. MOTIVATION

Briefly summarise why you have applied for this role?

8. YOUR CIRCUMSTANCES

Right to work: Do you currently have the right to work in the UK? **YES / NO**

Disability Access: Do you require special access for the purposes of an interview? **YES / NO**

If yes, please describe any special conditions or adjustments required on a separate sheet

Convictions: Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES / NO**

If yes, please supply further details on a separate sheet

Note: This post is subject to a satisfactory DBS check.

If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a Disclosure from the Disclosure & Barring Service. I recognize that, under the Diocesan Policy on the recruitment of ex-offenders (page 8 of *Protecting Children in the Diocese of Oxford*, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

I confirm that to the best of my knowledge, the information given on this form is correct. I understand that false information could lead to dismissal. I consent to the data processing of the information I have given on this form as defined under the Data Protection Act 1998 for the purposes of employment with Greyfriars Church.

Signed:

Date:

9. REFERENCES

Names and addresses of three referees who know you well, but who are not related to you. If you currently hold a job, one reference should be from your current manager or equivalent at that place of work (or your last employment if you are not currently working); one should be the minister of the church you currently attend (if your minister is also your current line manager, you can ignore this reference); and one reference should be personal.

Please indicate if taking up this reference before interview will cause you any problems.

Please include a brief note on how each of your referees knows you.

Referee 1

Name

Address

Telephone (home)

Mobile

Email

Capacity in which they know you

Referee 2

Name

Address

Telephone (home)

Mobile

Email

Capacity in which they know you