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Job Description Finance Manager

General Duties

The Primary role of the Finance manager is to direct and oversee the financial incomings and outgoings of the church. To maintain our compliance under Company and Charity law. To collate, prepare and interpret budgets for departments, director's reports, accounts of the church and financial statements. To establish and maintain financial policies and procedures.

Accountability

Accountable to the Senior Leader and the Directors.

Desired Abilities

- Management of accounting systems and software.
- Production and delivery of clear verbal and monthly written reports to directors.
- A good knowledge of the financial and economic market to advise directors adequately on best options available for the church.
- Able to control income, cash flow and expenditure and able to manage budgets.
- Demonstrate the ability to work as part of a team.

Character

This role requires a person who is trustworthy, reliable, dependable, well respected, approachable, teachable, gracious and discreet.

Time Commitments

Part-time working hours (30-hour week) including participating in meeting/trainings as directed by the leadership.

Salary: £18,000 for 30hrs (£24,000 Pro-rata - 40hrs Full-time)



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Duties and Responsibilities:

- To ensure robust accounting systems and processes are in place for effective management and control of income and expenditure. Manage income in accordance with the agreed banking arrangements.
- Ensure best practice is followed regarding charitable donations, funding for projects and fund allocation. Administer the Gift Aid scheme.
- Prepare annual budgets in collaboration with department leaders and Home churches. Submit completed budgets to Directors for approval. Monitor budget spending across all groups and seek approval from Directors for non-budgeted expenditures. Advise Directors on available funds required to facilitate capital expenditure.
- Facilitate purchasing of goods and services for all departments. Process all invoices and ensure payments are made promptly. Maintain a Petty Cash System that is approved by Directors.
- Manage all Bank Accounts and ensure completion of monthly Bank Reconciliation Statements.
- Preparation of the accounts for the year end with submission to the auditors. Liaise with auditors to make sure accounts are signed off and submitted on time. Ensure that the annual Trustee's report is updated and submitted with the final accounts.
- Renew annual church insurance cover policy. Ensure that all other subscriptions, licenses, fees, contracts are paid and updated as required.
- Ensure that payroll is completed and delivered monthly. Administration of Stakeholders Group Pension Scheme.
- Recruit and provide training for finance volunteers as needed.
- Support the Administration of the church in whatever way is needed.
- Any other tasks as directed by the Senior Leader.