

Christ Church Fulwood

Finance Support Assistant

Role Description

About us

We are a conservative evangelical church family who meet in the south-west of Sheffield. We believe that the Bible is God's inspired and revealed word and the authority for doctrine within the church. It is God's revelation of all we need in order to know Him through our Lord Jesus Christ. There is, therefore, a strong emphasis on expository Bible teaching in the church and in the many activities that form part of it and radiate from it.

We are a parish church seeking to serve our local community. However, the church family is not confined to parish boundaries; the network of relationships through work, leisure and friendships means that the influence of the church family spreads much wider. We have many links within the city, the diocese, further afield in Britain and abroad. The Lord has blessed us with extensive facilities which are in constant use. (In addition to the newly renovated church building itself, the parish has a large church complex and the use of four church houses).

We are an Anglican church, but the congregation and membership is composed of people from a variety of Christian traditions and denominations, united by the Christ-centred, Bible-based teaching and evangelistic outlook of the church. We are concerned about the challenges of our culture, and those facing the Church of England and want to remain faithful to scripture as the revealed word of God. We are committed to evangelism and recognise that we need to equip the whole church to participate effectively in this work.

The staff team includes the Vicar, Associate Vicar, Director of Operations, Minister for Training, Minister for Students, Female students' worker, Youth and Families' worker, Children and Families' worker, Minister for Music, Ministry Support Manager, Ministry Support Assistants, Premises Manager and several Ministry Trainees.

About our financial management

Christ Church Fulwood is a large church with an annual expenditure of nearly £1million. We have a team of around 20 ministry and support staff. The church accounts team plays a key, behind-the-scenes role in the day-to-day running of the church.

The Parochial Church Council (PCC) is responsible for the church's finances. The Treasurer has overall responsibility for the finances, assisted by the Finance Management Group, a sub-committee of the PCC. The bulk of the accounting work, oversight, management and day-to-day accounting work is currently undertaken by an outsourced accounting provider, however it is our preference for this role to be in-house.

About the role

We are seeking an enthusiastic and committed team member who would love to serve our church family through the bookkeeping and management of our finances. Previous bookkeeping experience is essential for the core duties. The additional duties can be adopted by candidates with the right qualification or through in-house training and further support for willing and interested applicants.

Principal Responsibilities

Bookkeeping

- Bookkeeping and management of accounts processes.
- Weekly payment runs.
- Processing and management of giving.
- Individual communications with church congregation with regards to giving, including thank-you responses.
- Administration of Gift Aid claims and production of gift income statements.
- Weekly & monthly bank reconciliations.
- Liaison with staff concerning expenses.
- Representing the church on financial matters.
- Key contact with church suppliers.
- Other reasonable duties if required.

Other duties (dependent on time/experience (with training if required))

- Processing of monthly payroll.
- Preparation and issue of diocesan and clergy returns.
- Preparation of management accounts.
- Assisting in preparation of an annual budget.
- Assisting with year-end preparation and procedures, including the annual financial audit.
- Other projects and responsibilities as these arise.

Key Relationships

- Treasurer
- Director of Operations
- Ministry Support Manager
- UK Church Administrators Network (UCAN)

Person Specification

	Essential	Desirable ¹
Education		
Three A-Levels (A-C).	X	
Bachelor's degree.		X
Skills		
Able to work efficiently with a high level of accuracy and consistency.	X	
Numerate.	X	
Able to prioritise and finish tasks within an appropriate timeframe and in response to deadlines.	X	
Able to work independently with limited oversight and guidance.	X	
Competent in use of Excel and Outlook and willing to learn accounting software.	X	
Experience		
Accounts work, whether voluntary or professionally (eg. the treasurer of a charity).	X	
Accounting qualification, or working towards one such qualification (AAT, CCAB).		X
Payroll processing and associated returns to HMRC.		X
Knowledge		
Some understanding of finance and/or accounts.	X	
Personal		
A Christian committed to the church's ministry	X	
Trustworthy, discrete and a proven ability to handle personal information with appropriate confidentiality and regard to GDPR.	X	

¹ Required to be able to undertake the 'other duties'. (Please note that training will be given where appropriate.)

Terms and Conditions

Terms of employment:

The post is a part-time role (14 hours per week, with further time available for the additional roles, up to 21 hours per week), which may be worked flexibly by agreement with the line manager. The normal workplace location for this role will be Christ Church Fulwood. Normal working hours are 9am to 5pm, Monday to Friday but there will be occasions when flexibility of hours would be desirable, again, by agreement with the line manager.

Accountability:

Working within the Operations teams, the Finance Support Assistant will be responsible to the Ministry Support Manager, and with regular support from the Director of Operations and the PCC Treasurer (a volunteer post).

Salary:

This role is linked to the UCEA Single Pay Spine for Academic and HE Support Staff, and the salary would be between £23,144 to £25,302 FTE per annum, pro-rated to £9,258 (14 hours) - £15,181 (21 hours). A generous employer's pension contribution (14%) is paid into a personal pension scheme. Church remuneration is reviewed annually from 1 January.

Expenses:

Full working expenses will be met by the PCC. Conference fees for annual staff training as agreed with the Director of Operations.

Holiday Entitlement:

There is entitlement to holidays based on 5 weeks holiday plus statutory public holidays (pro-rated). Dates to be agreed with the line manager.

Health and Safety:

You are required to abide by all policies and procedures as set out in Christ Church Fulwood's Staff handbook.

Period of Notice:

In the event of either the employer or employee wishing to terminate this employment a minimum of 3 month's written notice is required.

Application for the post

There is a genuine occupational requirement that the appointee to this post should be a committed Christian with a firm faith who is able to commend Christ from personal experience of His grace.

The PCC has passed a resolution under the House of Bishops Declaration on Ministry of Bishops and Priests.

Fulwood Church are committed to safeguarding and safer recruitment as per Church of England policies. Any offer of employment will be made contingent on receipt of two satisfactory references (covering two years' knowledge of the candidate), an enhanced DBS check and proof of your right to work in the UK.

For further details regarding the post please contact Ronan Wade via email (ronanwade@fulwoodchurch.co.uk).

If you wish to be considered for this post, please send an up-to-date CV and a covering letter explaining your suitability for the role to: jobs@fulwoodchurch.co.uk

Please also provide the names of referees (with telephone and email contact information) who have known you over the last two years. One (or more) of your referees should be from any relevant recent work experience. Another one (or more) should be from your local church context – ideally your minister or someone in leadership at your church.

The closing date for applications is Thursday 19 October 2023. Interviews are planned to take place during the week of 30 October 2023

It is hoped that the successful candidate will be able to take up their appointment by the end of November 2023.