

EMMAUSRD

church

Role Title:	Finance Officer
Office Location:	The Lighthouse (Woking)
Days and Hours of Work:	Part time (10 - 27.5 hours per week), job share with flexible working options that can be discussed.
Reporting to:	Finance & Operations Manager

Role Overview

Emmaus Rd is a vibrant and growing local church family with congregations currently in three towns (Aldershot, Guildford and Woking) with a vision to plant into other towns in our region.

To provide expertise with the financial aspects of operating as a church, we have a Finance Officer who oversees our financial operations and ensures we comply with all relevant financial best practice and Charity Commission regulation.

As a result of our church growth, we need to increase our Finance Officer capacity. To do this, we are looking to create a job share with our existing Finance Officer.

The key responsibilities are described in detail in the next section.

The role will focus on our church finances to start with. However, in time, we would like the role to also help support the Emmaus Transformation Trust (ETT) charity. ETT is a subsidiary charity of our Emmaus Rd Church charity (ERCC) and has been set up in connection with our Lighthouse buildings and social transformation projects in each town. We have a Finance Officer who oversees our ETT financial aspects, but we would like to create a Finance team who can provide expertise for both charities in due course.

Role Responsibilities

The key responsibilities of the Finance Officer role are:

1. Budgeting and forecasting

- Helping pastors and ministry heads with developing their annual and project budgets.
- Helping pastors and ministry heads with forecasting their budgets at end of each quarter.
- Consolidating budgets and forecasts for presentation to the Leadership Team and Trustees.
- Maintaining budgets and forecasts in our accounting system (Xero).

2. Financial income and expenditure processing

- Ensuring efficient and effective administration and processing of all financial income/expenditure activities using Xero, including gifts, grants, donations, gift aid, invoices, expenses, payroll, pensions, credit/debt card management, etc.
- Supporting with bank payments and other ad-hoc requests.
- Ensuring support and training for all staff and volunteers on financial procedures, processes and systems as required, to ensure financial processes are understood and followed.
- Identifying and implementing improvements in financial procedures, processes and systems.

3. Financial management reporting

- Providing monthly budget variance reports to individual budget holders and working with budget holders to understand reasons for variances and actions to address.
- Provide monthly management information for the Leadership Team.
- Provide quarterly finance report for the Trustees, along with forecasts.

4. Ad-hoc finance expertise and support for projects, business cases, etc

- Providing expertise to assist with the development of financial information to support projects, business cases, grant applications, etc.
- Providing ad-hoc financial expertise and reports as required.

5. Financial statutory compliance and reporting

- Work with our external auditors to prepare year-end statutory accounts and assisting with the annual audit.
- Ensure all financial practices are in line with statutory regulations and legislation and helping evolve financial policies and procedures to reflect.

The Individual – skills, experience, attitudes

- Passion for Jesus.
- Servant-hearted.
- A natural team player, able to work well within teams.
- Organised and efficient, able to prioritise competing demands.
- Excellent attention to detail.
- Adaptable, flexible, and resourceful, willing to do what needs to be done.
- Confident to take initiative, solve problems and make decisions.
- Computer literate, familiar with Microsoft products.
- Degree level qualification or ATT (or comparable) in accounting, finance management or similar.

- High levels of familiarity and comfort with accounting packages – Xero, QuickBooks or Sage.
- Practical experience of working in a church or charity financial environment is desirable, although not essential.

Occupational Requirement: This post has an occupational requirement for the holder to be a Christian, and to be in full sympathy with the aims and ethos of Emmaus Rd's vision and mission.

Right to Work: You must have the right to work in the UK. Emmaus Rd will not be able to obtain a work visa on your behalf.