

## **HEAD OF FINANCE**

**REPORTING TO:** Head of Central Resources

**WORKING HOURS:** Monday to Friday, 35 hours per week

**SALARY:** £50,000 per annum, dependent on experience.

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring Hope to the People of East London. SAINT is part of the Church of England.

To support the vision, we are recruiting a 'Head of Finance' to lead the day-to-day management of church finances. The role offers an excellent opportunity for career development in a fast-paced and dynamic environment.

### **MAIN RESPONSIBILITIES**

- The production and preparation of budgets, forecasts and management accounts for of the SAINT churches and associated legal entities. This will include preparation of the annual budget end to end, monthly forecast updates and monthly management reports on key financial information;
- Oversight and/or production and preparation of management accounts and budgets for the additional churches and related entities within the resource church group;
- Processing of accruals and prepayments, balance sheet reconciliation and variance analysis as well as having an active role in assisting the different ministries to work within their budgets;
- Donor management including gift aid submissions to HMRC and the giving module within CRM database
- account for Restricted and Designated Fund receipts and payments;
- Oversight of payroll preparation and pensions
- Prepare and file VAT and corporation tax returns
- Manage the cash position and oversight of payments made to suppliers and staff
- Complete all periodic financial and legal returns to Church of England
- Dioceses, Charities Commission, Companies House and HMRC =
- Managing Finance and Fundraising Coordinator.

### **WHAT YOU'LL NEED TO SUCCEED**

You will be a qualified (ACA/ACCA/CIMA) accountant with experience in a similar role. It is essential to have previous experience dealing with management accounts, exposure to budgeting and forecasting and the church sector.

## **MINIMUM EDUCATION AND EXPERIENCE**

- A minimum of three years' experience working in a similar role, with experience in establishing and maintaining effective financial and procurement procedures.
- Strong analytical aptitude, communication and presentation skills
- Intermediate and Advanced skills in Microsoft Office Suite (especially Excel).
- Excellent organisational and project management skills.
- High level of interpersonal skills.
- Ability to work autonomously as well as part of teams.
- Ability to use initiative and make decisions when completing tasks required, ensuring key roles are completed within required timeframes and when asking for more work.
- Accurate numerical work and attention to detail.
- Positive, constructive attitude and ability to take on board feedback