

## **HEAD OF FINANCE**

**REPORTING TO:** Head of Central Resources

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

**SALARY:** £45,000-£50,000 per annum (depending on experience) plus pension contributions

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.

The role is office based at Hackney Church in East London, although there will be opportunities to work remotely. Working closely with the Head of Central Resources, you will be responsible for the financial functions of Hackney Parish, other SAINT Parishes and connected entities.

### **MAIN RESPONSIBILITIES**

- The production and preparation of budgets, forecasts and consolidated management accounts for the SAINT churches and associated legal entities. This will include preparation of the annual budget, monthly forecast updates and management reports on key financial information
- Manage the cash position and oversight of payments made to suppliers and staff
- Have an active role in assisting the various ministries to work within their budgets
- Prepare and file VAT returns and manage the outsourcing of corporation tax returns
- Complete all periodic financial returns to Church of England Dioceses, Charities Commission, Companies House and HMRC
- Managing the finance team through effective delegation and take responsibility for the accounting and finance deliverables
- Oversight of donor management including gift aid submissions to HMRC and the giving module within CRM database
- Oversight of outsourced payroll preparation and pensions

## **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, consolidations, year-end reporting, budgeting and forecasting.

## **MINIMUM EDUCATION & EXPERIENCE**

- A minimum of three years' experience working as an accountant, with experience in establishing and maintaining effective financial and procurement procedures
- Thorough understanding of accruals, double entry accounting, consolidations, cash flow, forecasting, balance sheet reconciliations and variance analysis
- Understanding of Fund Accounting for Restricted and Designated Fund receipts and payments would be a benefit but not essential
- 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
- Ability to manage staff, delegate and take responsibility for accounting and finance deliverables

**We are also looking for additional staff within our finance team so do feel free to send your CV with a covering letter telling us a little more about your experience.**