



**JOB TITLE:** Head of Finance (Accountant)

**CHARITY:** Hackney Parish, also known as SAINT (a Church of England multi-Parish church group)

**LOCATION:** London, England

**TYPE:** Permanent, Full-time

### **JOB SUMMARY**

SAINT, a prominent Christian multi-Parish church group located in east London, is seeking a highly qualified Head of Finance with extensive experience in UK accounting to join our team. As the Head of Finance at SAINT, you will play a pivotal role in ensuring the financial health and sustainability of the church. This is a permanent, full-time position with a hybrid working arrangement, including at least 2 days per week in the office location.

The Head of Finance works within the Central Services team and reports to the Chief Strategy Officer and the Honorary Treasurers. The Head of Finance will focus on the full accounting process for the parishes, and other related charities, in order to have accurate and timely financial reports. The role requires extensive accounting knowledge and experience.

The Head of Finance oversees the Finance Manager. The Finance Manager is responsible for the day to day general queries, ministry budget reviews, impact reporting, monthly donations and giving analysis, payroll and assisting ministries with fundraising. The Head of Finance also provides financial guidance and works closely with each Location Operations Manager in order to prepare accurate parish accounts.

### **KEY RESPONSIBILITIES**

- **Financial Strategy:** Work with Pastoral Leads to help develop and execute the financial strategy supporting SAINT's mission and goals.
- **Financial Analysis:** Conduct financial analysis to support decision-making and advise on financial strategies.
- **Back to Front Bookkeeping:** Complete the back to front bookkeeping process for multiple churches within the group, ensuring accurate and organised financial records.
- **Balance Sheet Management:** Manage and maintain balance sheets, ensuring proper allocation, accruals and reconciliation of assets and liabilities.
- **Financial Reporting:** Prepare, analyse and distribute monthly and annual financial statements in accordance with UK accounting standards, including income statements, balance sheets, cash flow statements and financial forecasts.
- **Intercompany Transactions:** Manage and reconcile intercompany transactions within the group.
- **Consolidated Accounts:** Prepare consolidated accounts for the entire church group, combining financial data from all churches and entities under SAINT.
- **Financial Compliance:** Ensure compliance with UK accounting and financial regulations, including charity reporting requirements and VAT.
- **Audit Coordination:** Facilitate annual audits, including liaising with external auditors and providing required documentation.



- Budget Management: Work with the Finance Manager to develop and monitor budgets and identify areas for cost optimisation.
- Engage in the life of the Church to develop and maintain positive staff relationships, the organisational culture and connections with the congregation and community.

## **QUALIFICATIONS**

- Qualified Accountant with professional body membership (ACCA, ACA, or equivalent).
- Minimum of 4 years of relevant accounting and financial management experience.
- Experience of producing statutory accounts, management accounts, cash flow forecasts, budgets and other financial reports.
- Ability to analyse and interpret data and make sound financial decisions.
- Knowledge of UK charity accounting and reporting regulations is an advantage.
- Proficiency with accounting software (e.g., Xero or similar).
- Strong IT skills including Excel, MS Office proficiency.
- Ability to work in a dynamic and fast paced environment.
- Excellent attention to detail, organisational skills, and the ability to meet deadlines.
- Strong communication and interpersonal skills.

## **TERMS & CONDITIONS**

### **PERIOD OF WORK**

This is a permanent contract, subject to successful completion of a probationary period of 6 months.

### **HOURS**

Full time role 37.5 hours per week and additional hours as required.

### **HOLIDAYS**

25 days, plus bank holidays.

### **LOCATION OF WORK**

This is a permanent, full-time position with a hybrid working arrangement. The successful candidate will work at least 2 days per week on site with the flexibility to work remotely as needed. The church offices are in a new, light-filled building next to the St. John at Hackney Church. You will be working alongside a closely integrated team of 40 staff and clergy, all with exceptional skills within their ministries. More information can be found on our staff page at [saint.church/people](http://saint.church/people).

### **HOW TO APPLY**

If you are highly qualified with the experience and skills to make a meaningful contribution to our organisation, please submit your resume and a cover letter detailing your qualifications and relevant experience to [finance@saint.church](mailto:finance@saint.church). Please include "Head of Finance Application" in the subject line of your email.

SAINT is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.