



SAINT

Finance Manager

Closing Date: 1st August, 2026

Hours: Full Time

Salary: £36,000-£44,000 per annum

SUMMARY OF THE ROLE

We are looking for an enthusiastic individual who has a strong financial background with excellent attention to detail, a flexible attitude, an ability to work effectively under their own initiative and as part of a small team, together with excellent organisation and administrative skills. Effective financial control is central to our strategy and operating model. The Finance Manager plays an essential role in maintaining control over our finances and operations. You will process and monitor financial transactions and support the Director of Finance and Operations. SAINT uses Xero as its accounting system.

POSITION IN THE ORGANISATION

The Finance Manager will report to the Director of Finance and Operations. You will also work with all staff on financial matters including personal and company card expenses, central and project income and expenditure, and support the production of management accounts.

KEY TASKS AND RESPONSIBILITIES INCLUDE:

To process and monitor financial transactions, perform accounting reconciliations and help ensure that SAINT's finances are accurate and up to date.

- Day to day processing of receipts, payments, and expenses; raising invoices; using Xero and internet banking.
- Preparation and submission of regular Gift Aid claims.
- Preparation of sales invoices and credit notes on our accounting system and email to customer.
- Processing of staff expenses, ensuring compliance with finance handbook, through to payment on banking system.
- Process, reconcile and pay monthly payroll run.
- Preparation of monthly VAT returns, ensuring compliance with HMRC regulations and the agreed formula for recovery.
- Maintenance of the fixed asset register
- Assist with providing end of year schedules and reconciliations for the annual Audits and Independent Examinations and answering queries.
- Provide any other support, which may reasonably be requested to be undertaken within the scope of this post.

KEY RELATIONSHIPS

INTERNAL

- Director of Finance and Operations
- HR Manager
- PCC Treasurers
- All staff on financial matters

EXTERNAL

- Bank and other financial providers
- Suppliers
- Auditors

ESSENTIAL SKILLS AND ABILITIES

- Bookkeeping qualification at AAT Level 3 or equivalent (or higher). Alternatively, 5 years' experience in one role, demonstrating skills at this level.
- Experience in use of bookkeeping software such as Sage, Xero or equivalent
- Confident user of Microsoft Office software, particularly Excel.
- Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.
- Ability to deal with confidential, sensitive, and personal information.

ESSENTIAL PERSONAL ATTRIBUTES

- Wholehearted belief in and commitment to SAINT's statement of beliefs and values – included at the end of this pack.
- Excellent communication skills, written and spoken. An ability to communicate in a way that is gospel-focused and grace-driven.
- Excellent organisational and planning skills and the ability to handle deadlines against changing / conflicting priorities.

DESIRABLE CRITERIA

- Previous experience of working for a charity
- Experience in use of Churchsuite or other CRM systems
- Experience in the coordination of a small team of people