

Job Description

Godalming Minster Finance Manager

We are looking for a Finance Manager to join the staff team at Godalming Minster, an active church across 4 locations in Godalming. The successful candidate is likely to have deep finance experience, be comfortable developing new processes and systems and goes the extra mile to deliver efficiency and excellence.

Working with the Treasurer (the finance trustee), you will help to lead the financial direction of Godalming Minster embedding a culture of strong financial management, effective controls and efficient financial processes, overseeing all aspects of our day-to-day financial management.

We need a strong communicator who is highly organised, adept at multi-tasking and prioritising amidst a busy environment; a great team player in a lively organisation.

Scope of role: Routine financial oversight including aspects of management and statutory accounting, budgeting, VAT, Gift Aid, payroll and audit.

Reporting: Reports to Rector for day-to-day line management and Treasurer for finance policy matters.

Specific Areas of Responsibility

- Monitor the day-to-day financial operations within Godalming Minster, including day to day banking transactions, current and investment accounts, reconciliations and authorisation of all payments, payroll, and other transactions.
- Lead annual budget planning for approval by Treasurer / PCC.
- Monitor cash flow, bank accounts and financial transactions.
- Efficient and rigorous financial administration including but not limited to VAT returns, gift aid, legacies, payroll, the workplace pensions scheme, and staff credit card management.
- Maintain the fixed assets register and depreciation of assets.
- Oversight of Minster-wide finance operations and identification of process improvement proposals for review by Treasurer / PCC as required. Supervision and development of the Finance team to improve efficiency and working practices
- Provide timely, accessible and useful financial reports for senior managers and other team members.
- Work with the Treasurer and external accountants /auditors to manage the preparation and Audit/ Independent Examination of end-of-year statutory accounts.
- Ensure all organisational financial practices are in line with statutory regulations and legislation and evolve and ensure adherence to finance policies and procedures.
- Identification and implementation of financial systems and process improvements.
- Stay up to date and comply with any relevant changes to charity legal and financial responsibilities, for example charity commission and HMRC reporting requirements.
- Supervise financial administrative work (e.g. analysis of utility bills, invoicing for room hire, routine bill payments) by the office based admin team.

Role Description – Godalming Minster Finance Manager

- Supervise bookkeeping contracted team members (and payroll contractor, unless brought in-house).

Key Requirements and Skills

- Formal qualification in accounting, finance management or track record of success in similar roles.
- At least 10 years' experience in finance management and accounting.
- Ideally, not essentially, having some experience of the Charity sector, particularly management of restricted funds.
- Familiarity with Xero accounting package or similar, Microsoft Office packages including advanced proficiency in Excel.
- Experience of payroll admin including workplace pensions [and leave provisions]
- Confident and clear communicator in both written and verbal forms of communication.
- Highly organised with superior attention to detail, especially in planning , report writing and budgeting.

The Essentials

Part-time: 23 hours. This role is intended to require an average of 23 hours per week year-round, with the option for some flexibility through the year if desired.

Location: The role will be based in the Minster Office in the Busbridge Old Rectory at Godalming Minster Brighton Road.

Genuine Occupational Requirement: You must reflect through attitude and action that you are in sympathy with and supportive of the ethos and beliefs of the Christian faith.