



## FINANCE MANAGER

<b>Job title</b>
Finance Manager
<b>Responsible to</b>
Associate Pastor (Core Support)
<b>Hours worked</b>
Between 3-5 days per week (to be decided based on experience and availability) Flexible, but usually including Monday and Thursdays within core business hours It is mandatory for this post to attend weekly staff meeting (currently Thursday 12:15-1:15pm) It is anticipated that staff will contribute additional hours to these into the life of the church in the same way that other church members contribute over and above their work hours.
<b>Salary Package</b>
£TBC pro-rated for hours worked plus pension provision
<b>Main purpose of job</b>
To bring proactive oversight to the financial operations of Catalyst Vineyard Church
<b>Main duties, tasks and responsibilities</b>
This role is central to the effective operation of our church and therefore carries very significant responsibility. The core aspects of the role would include:  1. The accurate recording of all financial activities. This would involve the use of excellent systems and procedures for income/expenditure, reconciling bank accounts, claiming Gift Aid, payroll and pensions



2. Useful and proactive reporting to the church Leaders and Trustees, ensuring that each group has exactly the information that they require to steward and develop the church well
3. High quality training and induction of staff ensuring that all budget holders and key stakeholders are conducting correct and positive procedures
4. Effective management of finance team staff, currently two part-time finance assistants
5. Excellent collaboration with the Community Hub Development Manager to aid the smooth negotiations of buildings and forecasts/budgets for those buildings.
6. To ensure compliance with all legal and charity obligations, to include HMRC, OSCR, Companies house
7. To work with external auditors to ensure full and accurate accounting records are being kept
8. To collaborate with all budget holders, and working alongside the church leaders, to ensure a rigorous budget-setting process, resulting in carefully stewarded financial resources that are put to work in achieving the stated vision of the church
9. To offer financial expertise and support to the rest of the Catalyst Vineyard Church staff team
10. To be an expert resource to the wider Vineyard movement, in agreement with your line manager

**Whatever else is necessary** to contribute to the smooth operation of Catalyst Vineyard Church

#### **Competencies required**

Education to degree level in accounting or equivalent is preferable.

Computer literate, with excellent professional working knowledge of Sage software

Experience of working in a similar role either in the corporate or charity sector

Excellent personal communication skills, in written and verbal form

Maintains an attention to detail.

Ability to work at high capacity and to deadlines.

Capacity to work flexibly during busy times of the month/year to ensure the work is completed within set time frames



**CATALYST**  
VINEYARD CHURCH

Ability to maintain confidentiality

As the role will also include the engagement of the general public in pastoral duties (e.g. Praying for someone who has come to our door), attending prayer meetings, staff prayer meetings and our leadership conference there is a genuine occupational requirement that the candidate be a committed Christian, demonstrating Biblical discipleship, personal growth and accountability.

Able to subscribe to the Evangelical Alliance UK statement of faith.

A committed member or Catalyst Vineyard Church.

### **Direct Reports**

Finance Assistants

**To apply please send your CV & Covering Letter to [gill.elder@catalyst.vin](mailto:gill.elder@catalyst.vin)**