



Job Description – Finance Manager

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Background on Church Crawley

Who we are: The adventure first began in the 13th Century with Church at St John's, a daughter church to a church in Slaughtam. For us it began in the summer of 2017 when we were sent out from St Peter's Brighton with a small team. In the September we started a new service at St John's, alongside the existing traditional services. From that first Sunday we have been blown away by the amazing people of God who have joined us on the journey.

We are part of the HTB Network, which has a big vision, to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. For us here in Crawley, that means we love Jesus, love church, love people and love Crawley. Alpha, Sundays, Social Action and Discipleship are core to this vision, but what's really important to us are the steps we take on the journey.

Over the last 5 years, the congregation has grown beyond the walls of St John's and now has 3 sites, partnering with existing congregations at St Peter's and St Richard's.

Church at St Peter's is in West Green, opposite The Swan pub and just down the road from Crawley Hospital. It's not just the geographic centre of West Green, it's the centre of the community. For years St Peter's have run book sales, a community cinema and hosted the local girl guides, as well as a traditional Eucharist service at 10am on Sundays. We're really excited to be journeying together, with a vision centring on the established links with the local community, working together to find an expression of social action in West Green.

Church at St Richard's is in Three Bridges, located opposite Three Bridges Primary School and across the road from the parade of shops. It has the potential to be the beating heart of the community. For many years St Richard's have run groups for pre-school children and their parents and carers, as well as a traditional Eucharist service at 9.30am on Sundays. With a vision focussed on launching a new children and families centre, working with the local schools, and connecting meaningfully with the community throughout the week, we can't wait to be part of what God's going to do in Three Bridges.

Church at St John's is in the centre of town. Our vision for St John's is to see the building open 24/7 as a House of Prayer, for any of the many passers-by to drop in at any time, pray and light a candle. We're excited to see the traditional services continue to grow at St John's with the beginning of a choir and a group of young adults regularly serving as acolytes and preaching at our 9am Eucharist.

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C R A W L E Y

We encourage applications from those of black, Asian and minority ethnic backgrounds.

Our vision: For us here in Crawley our vision is to Love Jesus, Love Church, Love People and Love Crawley.

Our mission: Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture. Each member of staff plays a key role in contributing to our vision.

Our values: Church Crawley is a vibrant family of churches in Crawley seeking to play its part in the evangelisation of the nations, the revitalisation of the church and the transformation of society, by loving Jesus, loving church, loving people and loving Crawley.

At our core we are filled with the **Holy Spirit**. We are **humble**, not thinking too highly or too lowly of ourselves, knowing our identity is secure in Jesus. We are **hungry**, hungry to grow in relationship with Jesus, to serve, hungry for Crawley. We are **home**, a welcoming place where everyone is seen, heard and loved, a place of both comfort and challenge.

From humble comes aspiring for **excellence**, bringing our best as we honour God with our skills and abilities. From hungry comes **generous**, pouring out all we have, giving our time, energy and resources. And from home we want to be **risk takers** for the kingdom of God, not taking ourselves too seriously but taking God really seriously. We know we're not risking our reputation but God's, and He's so big He can take it.

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CRAWLEY

Job Description

Job Title	Finance Manager
Team	Operations
Location	Crawley, West Sussex
Responsible to	Vicar

Part 1 – Job description

1. Main purpose of the job

St John's, Crawley is seeking an experienced accountant to join the operations team of the church, to scale up the finance and broader enabling services function during a period of significant expansion and increasing operational complexity.

Collectively the three Crawley churches in our family have a Sunday attendance of over 400 adults and young people. Over the next 5 years, we are seeking to 'scale up' this family of churches, planting two churches in new housing estates and opening a new venue for our worshipping community in Crawley town centre.

The person we are seeking will manage and oversee the finances of St John's and our two partnership Churches for this next phase of growth. In addition to the core finance role, the scope includes establishing a centralised resource service which will offer some finance services to other selected churches in the town.

This is a new post and the right applicant has the opportunity to shape and stream-line the role, building upon the existing finance team. It should be noted that this is a hands-on role, the successful applicant should be comfortable carrying-out clerical duties, where required, in addition having strategic planning, evaluation, guiding and reporting responsibilities.

2. Working environment

At St John's church we are a faith community. All our teams, including the staff team, pray together whenever we meet, sharing prayer and worship times throughout our working week. We exist to promote the whole mission of the church, pastorally, evangelistically, and socially, and this extends into our staff team where we seek to ensure that everyone who joins us will thrive in our environment, able to contribute to our community of shared faith. Our roles, therefore, have a genuine occupational requirement to ensure protection of our strong Christian ethos and values.

- All staff are expected to live out St John's values as they represent St. John's externally
- All St. John's staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional, and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

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3. Key duties and responsibilities

- Carrying out financial accounting, budgeting & forecasting, administering of both congregational giving and fundraising for three churches (with a further two in the future).
- Building, overseeing and developing a finance team of staff and volunteers, promoting within the team the vision and mission of St John's.
- Supporting financial forecasting and planning – producing management information for the trustees, the leadership team and various committees at St John's and the plant churches; establishing greater budgetary ownership with budget owners – providing them with the necessary management information and developing their financial management capability.
- Working closely with the volunteer Treasurers, who are responsible for reporting on financial matters to the Parochial Church Councils (PCC), including preparing management and end-of-year accounts and annual budgets. and attending PCC meetings where required to support the Treasurers.
- Able to present financial and statistical information aligned with the church's vision to the membership, leading with integrity from a personal commitment to that vision.
- Supporting the development of our fundraising function – notably in financial and outcomes reporting, due diligence, and setting clear fundraising priorities by dove-tailing restricted funds with operational budgets.
- Driving process and systems improvement or replacement to increase the efficiency and effectiveness of the finance function and its interactions with other departments (e.g. automation of the current manual expenses system).
- Administration of gift-aid claims and generally ensuring tax compliance of the charity.
- Establish and administer a centralised resource service offering agreed financial services to other selected churches in the town.
- Managing the church payroll function.
- Ensure bank accounts are maintained, signatory changes updated promptly and sufficient signatories available to meet service requirements.
- In collaboration with the treasurers, preparation of annual financial returns to the Charity Commission and Diocese of Chichester in line with the Charities SORP and the Church of England.
- Provide specialist, technical financial support to the leadership team and PCC to ensure informed decision-making.
- Being willing to pray with staff, volunteers and visitors and be fully engaged with our Christ-centred culture.
- Be part of the Senior Leadership Team.

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Part 2 – Person specification

Job title: Finance Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> AAT (or equivalent) or significant appropriate experience. 	<ul style="list-style-type: none"> ACA, ACCA or CIMA
Experience	<ul style="list-style-type: none"> Financial reporting to senior management Payroll management Budget process management and subsequent reporting Knowledge of variety of accounting software packages Project management Line management and development of staff Comprehensive understanding of the finance function processes 	<ul style="list-style-type: none"> Direct and Indirect tax experience Fundraising experience Experience of charity accounting and the Charities SORP. Familiarity with contracts and legal proceedings
Skills/Abilities	<ul style="list-style-type: none"> Excellent communication skills both written and oral Highly organised Self-motivated strategic thinker able to work independently Able to prioritise and meet deadlines Proficient IT skills (particularly Excel) Confidence to act as primary financial advisor to the charity whilst being self-aware of own limitations 	
Personal Qualities	<ul style="list-style-type: none"> A practising Christian and have a heart for God, and a desire to grow in faith, in agreement with the vision of the church. Have a generous heart to serve people in Crawley and St John's Church. High degree of discretion Flexible attitude Enthusiasm, energy, commitment and a sense of humour 	
OTHER COMMENTS:		
Genuine occupational requirement to be a practising Christian.		

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St. John's Church, Crawley **Further information for applicants**

Job title: Finance Manager

Office hours:

Core 35 hour working week, Monday to Friday 9:00am to 5:00pm. The postholder will be required to work evenings and some weekends during other key dates as the needs of the church dictate, such as Annual Parochial Church Meetings and trustee meetings (for which time off in lieu will be offered).

Attendance at daily morning prayer meetings.

The postholder will be encouraged to attend "Focus" (our church family long weekend away during the summer) and the HTB Leadership Conference.

This role is based in Crawley, West Sussex.

Annual leave - full year:

25 days pro-rata + statutory bank hols

DBS / police check:

This role requires an enhanced DBS check.

Pension scheme:

All staff who meet the criteria are automatically enrolled onto the St. John's pension scheme.

St. John's will contribute 4% of your salary to your pension

New staff service:

6 months probationary period with a 3 month review

Salary: £32,000 per annum full time