

# Job Description



THE CENTRE FOR  
**THEOLOGY  
& COMMUNITY**

## Finance Manager

CTC is looking for a new Finance Manager.

The post is part-time but is a key role for us. We are looking for someone who can manage the finances of an entrepreneurial and growing Christian charity.

Ideally you will be a qualified accountant, but we will consider very experienced book keepers with the right skills.

You must be able to work as part of our team and be fully committed to our mission and ethos.

Applicants should submit their CV & Covering Letter to Tim at [development@theology-centre.org](mailto:development@theology-centre.org) by 6<sup>th</sup> June 2016.



# Finance Manager

Reports to: Centre Director

FTE: 1 – 1.5 days per week (7 – 10.5 hours) permanent post,  
from 1 July 2016

Salary: £25–35k p/a pro rata (depending on experience)

Version: 1.5 (May 2016)

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## Background

CTC is an independent Christian charity and was founded over 10 years ago. We equip churches to transform their communities – through community organising, theological reflection and prayer. We also help them to use their resources more effectively for this mission. We work with churches of all denominations, primarily in east London, but also further afield in London and nationally.

CTC leads a number of national projects, including the Church Credit Champions Network (for the Archbishops' Council), as well as regional and local projects. We also undertake research and consultancy. CTC is a unique, dynamic and entrepreneurial charity which is establishing itself as a key agency within London.

CTC currently has a team of 11 people, some of whom are part-time. We have a turnover of £450k, supporting c30 different projects of various sizes. Our office is in Shadwell, east London. CTC has been growing for the last couple of years and may well continue to grow.

## Job Purpose

This is a key appointment for CTC. The post holder will work directly to the Centre Director, who has responsibility for the overall strategic direction and management of CTC. The role will involve active participation in the charity's financial decision-making and will be key in shaping the future growth and development of the charity. It will require flexibility.



## Location

We expect the postholder to work from our office in Shadwell on Mondays, although flexible working and some home-working are also possible.

## Key Responsibilities

### Ongoing book-keeping

- Undertaking ongoing book-keeping activities on Xero, to include:
  - Issuing invoices and grant claims (c100 per year)
  - Maintaining accurate electronic records of all financial transactions
  - Entering all suppliers' invoices and setting up payments for weekly authorisation by the Centre Director
  - Carrying out a bank reconciliation each week
  - Banking cheques (occasionally)
  - Monitoring cashflow

### Financial Management

- Providing regular (monthly or fortnightly, as required) Management Account Reports, showing fundraising and expenditure overall and for each project and working with the Centre Director each week to identify ongoing gaps for fundraising and how best to allocate existing resources
- Assisting staff with Project budgeting and re-budgeting from time to time, particularly larger projects
- Managing the outsourced monthly Payroll service
- Managing the monthly staff expenses claims process
- Managing pensions enrolment for new employees (and preparing for Automatic Enrolment approach in 2016)
- Keeping up to date with, and providing advice on, compliance on all financial, VAT and Audit matters, and working with the Independent Examiner at the year-end
- Liaison with landlords and utilities suppliers to ensure appropriate payment of bills (electricity, phone)

### Annual budgets and audits

- Working with the Centre Director to prepare an annual budget each year
- Working with our external auditors each year to prepare the annual report and ensure this is audited and signed off

### Ethos

- To engage in all of these activities in a way which is in accordance with the aims and ethos of the Centre, and to support the Centre's wider mission as required from time to time



## Person Specification

We are looking for a fully qualified Chartered Accountant, who can work in a small but growing team and help us manage our finances effectively. Ideally you will have previous experience of working in the charity sector. You must have previous experience of using Xero. We will also consider exceptional candidates who are nearly or just qualified Accountants or very experienced book keepers.

### Qualifications

- We are ideally looking for a Chartered Accountant with a recognised professional qualification (ACCA/CIMA/ACA/ICAEW/ICAS or equivalent) although will consider very experienced book keepers with a strong set of relevant skills

### Skills, knowledge and experience

- We are looking for someone who has experience of:
  - Operating financial systems and procedures
  - Using the Xero package
  - Preparing management accounts
  - Financial management, including cash flow management
- We are looking for someone who has the following skills:
  - Highly organised
  - Able to work with a fair degree of initiative, manage their own workload and meet deadlines
  - Good communication skills
  - Good literacy, numeracy and IT skills
- We are looking for someone who enjoys responsibility and problem-solving and is able to engage creatively in financial decision-making with the Centre Director.
- As a small charity, we need someone who is flexible and hardworking – someone who can work in a team, take responsibility and ‘muck in’ when required.
- Ideally, you will have previous experience of working in the charity sector, but this is not essential.

### Ethos

- You must have an interest in, and commitment to, the aims and ethos of the Centre, and be able to support the Centre’s wider mission as required from time to time.

