

Our Vision - 'All for Jesus'

Assistant Finance Manager

*Permanent position. Full time: 35 hours per week. Occasional evenings and weekends.
Office based 4 days a week, home working 1 day a week.*

The opportunity has arisen for an Assistant Finance Manager to join the All Souls staff team in our vibrant and diverse church in the heart of the West End. The post holder will work on reconciliation and financial administration for the All Souls General Fund and the restricted funds at All Souls Church, and may also include (but not be limited to):

- banking
- bank and balance sheet reconciliations
- inter-company account management
- internet banking payments
- credit control
- assistance with the production of management accounts and financial analyses

If you are interested in applying, please visit our website www.allsouls.org/vacancies to see the job description which includes the person specification and where you will find application instructions. Salary from £24450 depending on experience, inclusive of London weighting, plus 7.5% employers' pension contribution.

Please send applications to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA) and include:

- A CV
 - A completed application form
 - A letter explaining why the role is of interest to you
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- ❖ Application closure: 17th September, 5pm
 - ❖ Interviews: from 4th October
 - ❖ Start date: As soon as possible

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.