



Our Vision "All for Jesus"

Job Description – Assistant Finance Manager

All Souls today:

In the heart of London's West End, All Souls is an evangelical Anglican church with a large and diverse congregation. We want to use our rich inheritance, our exciting location and our diverse membership to cooperate with God in the extension of His Kingdom.

All Souls welcomes over 2,000 people to its morning and evening services each Sunday, with a core membership of around 1,500. This membership is made up of around 60 nationalities and, whilst a significant group are in their 20's and 30's we have a wide spread across all age ranges, including active children's, youth and families work.

Part of the nature of being a church in the centre of a fast-moving capital city is the constant turnover of the congregation. Within a three year period perhaps as many as 60% of the congregation will have moved on and we see this as a great evangelistic opportunity as people go from All Souls to many parts of the world.

For further information about the whole range of All Souls activities, and the staff team, please refer to our website: www.allsouls.org

Job Details:

Type of contract: Permanent
Salary: From £24450 depending on experience, inclusive of London weighting, plus 7.5% employers' pension contribution.
Department: Finance
Location: Office based at All Souls 4 days a week, home working 1 day a week
Hours: Full time, 35hrs per week, occasional evenings & weekends
Annual Leave: 25 days plus bank holidays

Job Summary:

Working under the direction of the Finance Manager the Assistant Finance Managers carry out a wide range of management, clerical and development tasks to ensure the finance function of the Parish runs smoothly. Subject to proper controls and segregation of duties these will include tasks up to and including a major role in the preparation of monthly, quarterly and annual accounts.

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) such areas as 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.

The staff, church officers and wider church family work together to deliver our Christian vision and as we do so we are able to live out our Christian beliefs in every aspect of the daily life of the church. As a member of the staff team the Assistant Finance Manager will play a full part in the faith life of the Church, including weekly staff fellowship and prayer groups.



Education, skills and personal qualities:

Attribute	Essential	Desirable
Education/ qualifications	- AAT qualified or equivalent experience	- SAGE - ACCA, CIMA
Proven Skills	- Highly numerical - Good working knowledge of Excel and Word - Confident with bank and balance sheet reconciliations	- Charity Finance - Inter-company accounting - Google Docs
Personal Qualities	- In complete sympathy with the evangelical mission of All Souls Church. - Able to handle confidential information with complete discretion. - A hard worker with a servant heart, totally trustworthy in cash handling - Able to work in a team and capable of independent action - Good interpersonal skills, able to communicate orally and in writing - Excellent organisational skills demonstrating a structured approach and attention to detail. Able to prioritise and use initiative to balance the demands of the job. - Experience of managing volunteers - Capable of taking on a major role in the preparation of management accounts - Able to deliver to deadlines under pressure	

Details of role:

Income

- Recording and banking of all income for various funds across the three charities
- Completing bank reconciliations on a weekly basis
- Splitting income between Gift Aid and Non Gift Aided Income
- Maintaining accurate intercompany accounts between the various funds and charities
- Providing and communicating accurate information to the Buildings / Mission committees for Gift Days
- Providing support for fundraising applications that require a high level of financial information
- Maintaining related internal controls so that all cash/cheques are safely deposited and the recording thereof is accurate

Expenses

- Mission Partner & Mission Project payments in line with World Mission timetable
- Reviewing direct debit expenses such as utilities and ensuring they are correct
- Posting monthly sales invoices into Sage Sales ledger, producing monthly aged debt reports
- Reconciling and analysing nominal ledger balance sheet accounts on a monthly basis

Other duties:

- Supervision of serving partners working in the finance department
- Answering donor and staff queries in a timely manner by email and in person
- Other clerical duties as directed by the Finance Manager

All Souls Church, Langham Place
2 All Souls Place, London W1B 3DA
Tel: 020 7580 6029
Website: www.allsouls.org



Development

- Assisting Finance Manager in preparation of Budgets, Year end accounts and Forecasts.

Application Process

If this role is of interest to you please send the following to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA):

- A CV
- A completed application form
- A letter explaining why the role is of interest to you

Closing date and Interviews

Closing date: 17th September, 5pm
First interviews: from 4th October

Start date

As soon as possible