

St JAMES'S CHURCH,
PICCADILLY.

Update 28th March 2019

JOB DESCRIPTION

St James's Church is a busy Anglican church and registered charity in the centre of London, involved in a broad range of activities, including services, concerts, a daily market, a variety of ministries and projects. St James's is committed to an inclusive welcome to all. (Refer www.sjp.org.uk and Charities Commission website for further details.)

JOB DETAILS

Job Title:	Accounts Manager
Hours of work:	9.30 am – 5.30 pm excluding an hour for lunch (35 hours per week)
Starting salary:	£32,000 pa - £35,000 pa (part qualified (ACA/ACCA/CIMA) plus 7.5% employer's contribution to pension fund (.5% contribution by the employee effective 1 st April)

JOB PURPOSE

To record efficiently and accurately the financial transactions of the Church and its activities and to prepare periodic management accounts and the annual accounts.

DIMENSIONS

Reports to Director of Business & Operations, To report on management accounts as required to church meetings including to Parish Church Council (PCC).

KEY RESULT AREAS

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment. This means taking a proactive role in ensuring this.

A. Responsible for all financial aspects of St James's Church Piccadilly, reporting to the PCC:

- Preparation of annual accounts for the PCC and external auditors
- Handle all income and issue payments
- Monitor cash flow and budgets
- Prepare clear and prompt financial reports for the church council and section managers.
- Work closely with our on-site team of clergy and lay staff

B. Main Accounting Responsibilities:

- To play a lead role in the budgeting and financial planning for the organisation
- Production of periodical management accounts
- Oversee the payroll, financial systems and ensure proper recording of core financial transactions and payroll, ensuring compliance with internal procedures, statutory and legal guidance
- Be responsible for bringing to the immediate attention of the PCC Treasurer and other PCC officers any anomalies or discrepancies in the church accounts and financial records
- Support commercial and operational teams with analysis and reporting as required
- Develop processes and metrics as the organisation grows and evolves e.g. work towards more enhanced modern accounting packages
- Provide financial advice to budget holders to help them manage their budgets effectively.
- Undertake other tasks as requested by the Business & Operations Director and The Rector
- Assist in the administration of the Church's planned giving scheme and all Gift Aid payments. Preparation of tax claims

PERSON SPECIFICATION – Essential requirements unless stated otherwise

- To be in sympathy with St James's Church mission, ethos and practice. (Refer www.sjp.org.uk for details.)
- Part qualified ACA/ACCA/CIMA
- Experience in producing a complete set of Statutory Accounts
- Knowledge of VAT and other HMRC requirements
- Intermediate/Advanced MS Excel knowledge and experience (including VLOOKUP and PIVOT TABLES)

- A high-level knowledge of SAGE 50
- Experience in using enhanced modern accounting package/s would be advantageous
- Able to work independently and proactively, managing own time and responsibilities
- Good analytical skills, accuracy and attention to detail
- Results orientated and commercially focused
- Neat and highly organised
- Prior work experience in a commercial environment would be advantageous
- Excellent inter-personal and communication skills
- Able to function effectively in a busy office environment
- The ability to support and enthuse others and maintain a professional demeanour.
- To be self-motivated and proactive, being open and energetic in dealing with responsibilities
- To have excellent communication skills, including good written skills, and the ability to work with a wide range of people.
- A passion for social justice and the environment would be advantageous

6 APPLICATION PROCESS

Completed application form (www.sjp.org.uk/jobs for application form) with covering letter to be sent to both hr@sjp.org.uk and businessdirector@sjp.org.uk Thereafter a first interview will be organised with Guinevere Short Director of Business & Operations.

This is a live interview process so please apply as soon as possible. Closing date for applications: noon Monday 15th April.