

31 March 2025

Finance Assistant

St James's Piccadilly

www.sjp.org.uk

St James's is a lively, inclusive and diverse church in central London that welcomes everyone, of all faiths or none, and draws together a wide set of activities, projects and aspirations. For over 30 years we have had a creative arts programme with exhibitions, festivals and concerts taking place across the year, as well as talks and services. We have a community outreach programme to support those experiencing homelessness, mental health issues, or seeking asylum. We provide annual music scholarships to support the church's ongoing work, including weddings and memorial services. St James's has also been actively engaged in environmental initiatives for many years, through its thriving Earth Justice programme, and was the first urban church to achieve an Eco Church Gold Award. Over 300,000 people visit St James's in Piccadilly each year.

St James's is at an important moment in its 340-year history. We're beginning a new chapter with a £20m capital project (The Wren Project), through which we aim to transform our site; making it more relevant to today's community needs while preserving and narrating its heritage honestly. This transformation is anticipated to disrupt our programme and site for up to 24 months during this time we will move to a temporary home to deliver the full range of our liturgical, outreach, cultural and commercial activities, so effective communication is essential.

In 2023 we established partnerships with St Pancras Church in Euston Road, London and St Barts in New York.

St Pancras Euston Road

www.stpancraschurch.org

St Pancras Church building, designed by William Inwood was consecrated in 1822 and is Grade I listed. It is a fine Greek revival church and comprises nave, apse, north and south caryatid porches, north and south vestibules and west portico. The church is clad with Portland Stone with terracotta bands of decoration under a combination of lead and latterly a slated nave roof.

The church community was reduced during the pandemic to around 10 active members. The musical tradition is strong with a professional choir. The church sponsors a very significant food bank provision, located in the parish.

The plan for St Pancras is to open up the church and site, find new income generation opportunities, develop an activities programme, and revitalise the life of the church as the heart of its community.

The new post of Finance Assistant will be located within the finance team at St James's Piccadilly however, financial support services will be largely provided to St Pancras Euston Rd on a shared services basis so, the post holder will be required to operate from both sites as required. The vision, values and strategy driving this appointment are from St James's Piccadilly which is helping St Pancras revive its community and church life.

St James's vision

Rooted in God's earth, we envision a just society and a creative, open-hearted church.

St James's values

Contemplation. Action. Adventure. Kindness. Courage.

Finance Assistant

This is a new role (full time - 35 hours per week) providing shared finance support services to St Pancras & St James's churches.

Department: Finance

Reports to: Head of Finance

Key relationships: Head of Finance, Treasurer (St Pancras), Chief Operating Officer, Administrator (St Pancras)

Location: St James's Church, 197 Piccadilly, London W1J9LL with at least one day per week working at St Pancras Church, Euston Road, London NW1BA and in due course, some hybrid working may be agreed with line manager

Contract type: Employment contract - permanent (6-month probation) full-time (5 days per week)

Remuneration: £31,000 pa, 7.5% pension contribution by St James's with 0.5% contribution by the employee (25 days annual leave plus public holidays)

Purpose of the role

The purpose of this new hands-on role of Finance Assistant is to work with the Head of Finance who has accountability for the service agreement to St Pancras Church: to ensure that St Pancras Church achieves its charitable and strategic objectives by protecting value, managing risk and providing excellent business partnering in the form of insightful and transparent management information, independent challenge and commercial acumen.

Key duties and responsibilities

Accounting and Finance

- To develop and own annual budgets and tracking performance
- To deliver robust financial reporting - both accurate actuals and credible forecasts
- To provide management information, KPIs and analysis to help drive decisions
- To manage cash flow and treasury functions including bank payments
- To work with colleagues to ensure to ensure compliance with the Charity Commission and Diocese of London reporting requirements

- To work with staff members to solve problems and drive improvements
- To work with external partners to ensure compliance and cost-effective service delivery

Statutory Compliance

- To support the statutory audit process for St Pancras, linked entities and affiliates, taking responsibility for managing the preparation of all audit working papers and the production of annual statutory accounts
- To be responsible for the submission of accurate and timely external reporting for all statutory requirements
- To support the operation of a comprehensive, effective financial control framework across St Pancras Church
- To review and update existing policies and processes and to help in the development new policies and processes to strengthen St Pancras Church's internal control framework
- To ensure compliance with the applicable laws, rules and regulations whilst carrying out day to day duties

Person specification

To be in sympathy with actively support St James's mission, ethos and practice (refer www.sjp.org.uk for details)

Skills/competence - essential:

- Ability to summarise, analyse and interpret numerical data to identify issues/trends and patterns
- Ability to work independently, self-motivated, forward plan, prioritise and meet deadlines in a rapidly changing environment
- High level of attention to detail, strong investigative/research and analytical skills
- Ability to demonstrate organisational knowledge and sound judgement in relation to strategy and operational workflows / process
- Comfortable in challenging the status quo
- Excellent interpersonal skills to provide support and explain procedures and processes to staff to staff at all levels and be able to positively influence stakeholders

Experience - essential:

- At least 2+ years' experience working in finance or similar role
- Strong knowledge of MS Office Suite and XERO - particularly extensive experience of using Microsoft Excel and financial modelling

Experience - desirable:

- Strong knowledge of budgeting and forecasting

Qualifications - essential:

- A certified accountancy qualification or studying towards the qualification

Qualifications – desirable:

- A degree in finance, accounting or economics

Note: if holding a visa concerning right to work in UK it needs to be valid for at least 2 years i.e. until April 2027 (St James's does not hold a sponsorship license.)

Equity, inclusion and diversity at St James's

It is important that we are representative of London's people and communities. We actively welcome applications from people currently under-represented in our staff and community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Candidates do not have to identify as Christian or belong to a religious faith, however, we are looking for someone who connects with St James's ethos and values.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Application process

Please complete the application form – refer www.sjp.org.uk/jobs – and forward to Jane Gray, HR Advisor hrjobs@sjp.org.uk by **midday Monday 28 April 2025**.

Interviews will be held on-site at St James's Piccadilly on **Thursday 8 May 2025**. We are aiming for a start date as soon as possible.