



Position Title:	Head of Finance
Position Status	Full Time
<p>Role Requirements:</p> <p>We are looking for someone with a minimum of 5 years' experience as an accountant or senior finance manager (CIMA desirable, but not essential), who is comfortable working with multiple charities and companies at various levels of development. The ideal candidate would have a flair for organisational development and supporting other charities and projects within this role.</p> <p>There is a flexibility within these needs to create a role, as a growing organisation.</p> <p>We would be interested to hear from applicants who have a track record in some of these areas and feel called to the vision of the church (Isaiah 61 & 58).</p>	
Key Result Areas:	Description:
Finance Manager & Accountant	<ol style="list-style-type: none"> 1. Complete day-to-day running of Finance functions for Freedom Centre UK, including: Bank reconciliations, Direct Giving, Gift aid claims, Line managing Finance Assistant, Generating invoice, Maintaining accounts as per Freedom's financial policies and charity and company law. 2. Complete monthly payroll processes for Freedom Centre UK, including: Make adjustments to payroll, Generate Payroll reports including payslips, Making adjustments at the bank, Posting wage journal, Completing RTI submission to HMRC. Managing Auto-Enrolment Pension Scheme, Implementing changes, e.g. statutory changes 3. Financial Reporting, Preparing reports for Trustee meetings, Weekly cashflow reporting, as needed, Providing financial information to Mortgage company, monitoring and reporting on Key Stats & Fund reporting and adjustments 4. Annual Accounts & Audit. Organise quote for trustees, Review accounts and make adjustments as needed. Gift Aid reconciliation; Maintain Fixed Asset schedule; Post year-end adjustments and journals; Create Trial Balance; Lead Schedules and other information requested by auditors; Put together audit file; Answer audit queries; Trustees Annual Report with Betsy; Get final accounts signed of by trustees; Submit final accounts to Companies House & Charity

	<p>Commission</p> <p>5. Managing Freedom bank accounts and amending standing orders and generating ad-hoc payments and transferring funds as needed.</p>
Operations Manager & HR	<p>1. Support the charity operations & governance; ensuring the organization is fully compliant in health and safety, accessibility, insurance & data protection.</p> <p>2. Will administrate staff member inductions as well as staff development; support line managers with performance reviews; Ensuring office is suitable working environment with required working equipment; HR Troubleshooting and working with external HR company.</p> <p>3. Maintaining HR records.</p>
Company Secretary	<p>1. Carry out the functions of Company Secretary for Freedom-Bath, including taking minutes at meetings, communicating with trustees, completing annual and ad-hoc submissions to Companies House and Charity Commission & Liaising with Charity Commission as needed. AGM reporting, Additional tasks, as requested by the board of trustees.</p>
Other as required	<p>1. Provide information from Freedom-Bath for tax returns. Reviewing insurance policies and making sure adequate insurances are in place. Church member requests (gift aid giving reports, building fund giving reports, giving enquiries); Filing dormant accounts and annual return for Freedom Churches Limited; Archiving documents; Utilities Contracts; Meter readings to utility suppliers; Providing additional financial reports and analysis as requested.</p>

Application & Employee Expectation	
<p>1. You feel called to Freedom Centre UK & have prayerfully considered applying for this post.</p> <p>2. Employees are active members of Freedom Centre UK including Sunday services and key events are available to work key dates and events. This could include the Weekend Away, Rise & Build, Easter weekend & Christmas.</p>	
<u>General Position Requirements</u>	
<p>General Responsibilities You the employee must:</p>	

- Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties.
- Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;
- Comply with all lawful directions given to you by any person duly authorised from time to time;
- Use your best endeavours to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- At all times act to a high standard of professional behaviour;
- Not act, or be seen to be acting, in conflict with the best interests of the Church;
- Contribute to the Social Life / Community of Church.
- Contribute to the 'Sunday experience'.
- Commit to developing and investing in leaders and team.
- Actively invest in Personal Development

Character and Personal Qualifications

Being a staff member of Freedom Centre UK, the following are necessary:

- Relationship and commitment to Jesus Christ;
- Commitment to Freedom Centre UK and its vision;
- Commitment to the leadership of Freedom Centre UK, and ability to work in a team environment;
- Spiritual maturity consisting of a kind, forgiving, non-judgemental, but assertive manner.
- Initiative.
- Confidentiality.
- Ability to work under pressure and remain calm.
- Ability to meet deadlines (may involve working outside normal hours).
- Ability to communicate effectively with all levels of team, members of congregation and general public.
- A self-starter able to work on own initiative, to identify problems and find solutions quickly
- Experience managing large budgets
- Project management skills
- Practical, and able to learn new skills as required

Freedom Centre UK with its broad vision will continue to grow and expand. Anyone accepting a staff role must understand that "ongoing change" will always be a part of this Church, and therefore must be flexible, open to challenge and willing to move and grow with that ongoing vision