



# FREE CHURCH *of* SCOTLAND

## Finance Manager

Established in 1843, the Free Church of Scotland is a registered charity with the vision for “A Healthy Gospel Church for Every Community in Scotland”. There are currently over 110 congregations and around 12,000 people in our churches on any given Sunday.

In addition to congregational activities, the Free Church of Scotland trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary. The Free Church runs a programme of residential youth camps for over 350 young people each summer, and pursues global mission by supporting partners around the world. The denomination has an annual income of around £6 million and net assets of around £15 million.

We are looking for a capable Finance Manager to join our team of committed staff in the Church Office. The Finance Manager will report to the CEO, will lead a small Finance Team, will have regular contact with other senior staff, and will regularly be providing information to Boards, committees and local congregations.

The post holder will have strong accounting skills, be experienced in financial reporting, be highly organised and self-motivated and will have a desire to manage Church finances well.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to be a committed Christian who fully understands the nature of a local church. As such, the successful candidate will be a Christian with an active commitment in a local church congregation, who is supportive of the values, aims and ethos of the Free Church of Scotland.

### Overview

Hours: 35 hours per week.

Start Date: As soon as available.

Location: Free Church of Scotland Central Office, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS, with some remote working.

Salary: Around £50,000 dependent on skills and experience.

Pension: The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension.

Holidays: 34 days (inclusive of public holidays) per annum.

**Application forms may be obtained from the Free Church website or Fiona Russell, Executive Assistant to the CEO, by email to [fiona.russell@freechurch.org](mailto:fiona.russell@freechurch.org). Alternatively, please provide a CV with a covering letter explaining why you are applying for this role.**

Free Church of Scotland, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS

Tel: 0131 226 5286 [www.freechurch.org](http://www.freechurch.org) Email: [offices@freechurch.org](mailto:offices@freechurch.org)

Scottish Charity Number: SC012925

## Role Description:

Key Objectives	<ul style="list-style-type: none"><li>• Accurate and timely financial reporting, meeting requirements of charity and financial regulations for Free Church of Scotland</li><li>• Advising budget holders and senior stakeholders on all financial related matters to aid decision making, including preparation of budgets and forecasts</li><li>• Day to day management of small Finance Team – a Finance Assistant and a Finance Administrator</li><li>• Providing support to local congregational treasurers on charity finance matters and best practice</li></ul>
Key Responsibilities	<ul style="list-style-type: none"><li>• Producing monthly management accounting and financial information</li><li>• Preparing annual budgets and regular forecasts and monitoring cash flow requirements</li><li>• Providing financial information to central boards and committees as required</li><li>• Maintaining the integrity of the accounting systems and ensuring that they are timeously updated for all transactions</li><li>• Preparing year-end accounts for Free Church of Scotland and for Free Church of Scotland Pension Scheme, and liaising with auditors and other advisers as necessary</li><li>• Administration of investments in conjunction with investment managers</li><li>• Managing and supporting end to end monthly payroll process (for around 300 employees and pensioners)</li><li>• Overseeing other financial aspects of the central administration of the Church, e.g. cash functions, Gift Aid administration and VAT recovery</li><li>• Completion of HMRC, VAT and other statutory returns</li><li>• Liaising with, and providing guidance to, congregational treasurers and office holders</li><li>• Oversight of student finance and liaison with Edinburgh Theological Seminary</li><li>• Keeping abreast of developments in Charity Regulation and in Charity Accounting and advising the Board of Trustees in these areas</li><li>• Providing support in Company Secretarial duties</li><li>• Overseeing and developing members of the finance team</li><li>• Assisting the CEO in other tasks and projects as needed</li></ul>

Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Finance Manager will report to the Chief Executive Officer.

**If you would like to have a conversation with the CEO about the nature of the role, we can try to arrange for that.**

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
A Christian with an active commitment in a local church and supportive of the values, vision, and ethos of the Free Church.	Experience of working with Christian or other third sector organisations and volunteers.
Qualified Accountant (ICAS, ICAEW, ACCA, CPFA or equivalent).	Experience of Charity finance – especially fund accounting.
Well-rounded and technically strong with a good level of experience of the main aspects of the role.	Experience of guiding and advising non-finance colleagues/stakeholders.
Excellent computer skills – especially Excel, finance and payroll software.	Experience of Sage 200 and Cintra payroll software.
Self-motivated and flexible in approach with enthusiasm, dedication and the ability to work on own initiative.	Experience of managing and training finance staff.
Highly organised, efficient, responsible, with good attention to detail.	
Excellent communication skills across a range of channels.	
Ability to build positive relationships with others and to work well as part of the Central Office team.	
Willingness to travel to meetings, and occasionally work outside of office hours, if needed.	