The work of Church Society
Church Society is a registered charity and limited company. We exist to strengthen local churches in biblical faith and to help shape the Church of England now and for the future.

The main areas of our work are campaigning, parish support (including patronage), publishing, and administration of trusts. See www.churchsociety.org for more details.

Purpose of the post
We are seeking someone to assist in managing the finances of the Society. Our Council sets policy, and implementation is largely the responsibility of the Director, Revd Dr Lee Gatiss and the Finance Committee. The Finance Assistant will be responsible to the Director, and work closely with the Administrator, David Meager and the elected committees of the Society.

Specific Tasks
The post-holder will need enthusiasm, initiative, and a clear aptitude for the various aspects of the work. Whilst experience is desirable training will be given where necessary. Financial tasks include:

- Maintain the Cashbook (Excel spreadsheets on a Mac) and related records.
- Carry out bank reconciliations on all the accounts.
- Process invoices and ensure that payments are made.
- Monitor the level of accounts and funds and facilitate necessary transfers.
- Process gift aid claims.
- Prepare reports/papers/management accounts for the Finance Committee, attend their meetings (4 times a year), and take minutes.
- Prepare reports/papers for the Council.
- Process the payroll and related Inland Revenue forms.
- Handle some of the grant applications received.
- Produce figures ready for incorporation into the year-end accounts.
- Monitor our investments and property assets.
- Ensure that accounting policies are appropriately applied.

Other work
The post holder would also function as the Company Secretary — official returns/updating company details/AGM matters (election admin etc) — and assist with our regular mailings.

There may be other aspects of the day-to-day running of the Society which the Finance Assistant could also be involved in, within the set hours of the job. More time is usually required around the time of the annual audit. Attendance at the Society’s annual conference is also usually a requirement (next year, Saturday 12th May 2018 in London).
Person specification
The applicant must be efficient and organised, have the ability to take responsibility and initiative, and experience handling financial accounts. Competence with Excel is essential and prior experience with charity accounts is desirable. We may be looking to transfer accounts onto a more standard accounting software platform in future, so experience with this would be valuable.

Because of the nature of the organisation, it is highly desirable that they have a deep understanding of and sympathy with, evangelical Christianity. An understanding of the peculiarities of the Church of England would be helpful but not essential. The post-holder will need to work as a part of a team with three other staff members and alongside lay and ordained members of the Society, many of whom are very active in furthering our work.

Terms and Conditions
This is a part-time post. The post-holder will work up to 17.5 hours per week. Overtime is not paid but time off in lieu can be taken where overtime is agreed. After six months’ satisfactory service a minimum of six weeks’ notice on either side will apply. The salary will be around £8-10,000 per annum, depending on experience and hours worked, renewed annually. Salary increases are set by the Council.

The post-holder will be entitled to receive 12 days paid holiday per holiday year, plus bank holidays. In addition the office normally closes between Christmas and New Year.

It may be possible to do most of the work from home, but it will be necessary to be in the office at least once a month. The Society’s offices are in Watford (about 10 minutes walk from Watford Junction and 25 minutes from Watford Station (Metropolitan Line). There is space for car parking at the office.

Applications
Applicants should provide a CV together with an indication of your suitability for the specific work of the post.

Please also supply details of two referees, one of whom knows you personally and one able to testify regarding your ability to meet the requirements of the post.

Applications should be sent to:

The Revd Dr Lee Gatiss
Ground Floor, Centre Block,
Hille Business Estate
132 St Albans Road
Watford WD24 4AE

Closing date for applications: 1st October 2017
Likely Start Date: as soon as possible.