

Finance and Administration Officer

(from January 2027 until end of 2027, possibility of being made permanent if the project moves into the next part of the Delivery Phase)

Hourly salary £22.00, (i.e. 14 hours per week) (FTE £40,194)

We are open to receiving applications from someone wishing to be self-employed.

Role Information:

Reports to: The Revd Canon Dr Peter Babington, Rector, St Mary le Strand

Hours: 14 hours per week (0.4 FTE) - Part-time

Term: Role beginning January 2027 This is a fixed term role until end December 2027, with possibility of being made permanent if the project moves forward to the next phase subject to funding.

Location: St Mary le Strand Church, Strand, London and / or from home (flexible working is an option). However, until the restoration is complete, in a few years' time, there is no wheelchair access, access is via nine stone steps

The project

St Mary le Strand, a Grade 1 listed building, one of the most architecturally and historically significant buildings in London, is running The Jewel in the Strand project. On the face of it, our project is about a beautiful 18th- century church, but it's about people and communities, not just stone, iron, bricks, and mortar. It will transform into a place that is relevant to the 21st century and beyond, maximising on space and presenting flexible and up-to-date facilities; attracting new audiences and ensuring that the Church can be accessed and enjoyed by everyone.

The Jewel in the Strand project has received funding from National Lottery Heritage Fund and others to deliver the conservation of this Grade I historic building, create more accessible spaces, new interpretation and to deliver a programme of activities both at the church and in the area as outreach.

The role

Summary: to work as the Finance and Administration Officer in support of operations, the cultural programme, and fundraising.

We are looking for someone who is enthusiastic, resourceful and well-organised to work as 0.4 FTE Finance & Administration Officer at St Mary le Strand. Duties and responsibilities will include responsibility for overseeing the church's accounting processes for the general running of the church and the Jewel in the Strand project. Duties will also include monitoring income and expenditure, managing accounts

payable and accounts receivable, overseeing service cash collections and banking, completing the monthly reconciliations and preparation of financial reports, helping with any VAT and quarterly gift aid returns.

The role will also be required to support the annual budgeting process, year-end audit and preparation of statutory accounts. It will be possible to complete most of the work remotely, but attendance in person on site at least fortnightly for meetings and other activities is required.

This is a rare opportunity to be part of a team delivering the legacy of an ambitious heritage project at a Grade 1 listed building right in the very centre of London with 7 million passers-by each year. The basic duties amount to 15 hours per week. There may be some evening, weekend and public holiday work in line with our events programme, for which time off in lieu will be granted.

Key tasks:

Carry out all essential finance administration tasks including but not limited to the following:

- Enter purchase invoices on Xero
- Check expenses for approval
- Set up payments for second authorizer
- Maintain a cash flow forecast
- Ensure drawdowns from NLHF are completed in liaison with the Project Manager
- Provide Finance Reports as required by the Project Team
- Check receipt of payments
- Count and bank Petty Cash
- Keep bank records on Xero up to date and reconciled.
- Run the Payroll and PAYE & Pensions
- Submit the VAT return
- Submit the Gift Aid Claims
- Provide a monthly Bank Rec report for the monthly PCC meetings
- Provide monthly Profit & Loss for PCC
- Prepare accounts for Audit
- Liaise as required with the Project Manager and Project Team, in particular exchanging information that feeds into the National Lottery Heritage Fund drawdowns and progress reports, ensuring excellent and transparent communications amongst all parties
- Supporting fundraising by any fundraising consultants (or the incumbent) including integration of finance systems with the CRM, and data management.
- Oversee IT for the team, including organising any repairs or replacements
- Working with the incumbent and the PCC treasurer to manage overheads budget, and ensure accurate and timely reporting
- Ensure that all invoices are issued and paid on time
- Manage relationships, contracts and price negotiations relating to the office (e.g. service providers, any equipment leases, cleaning).

Person specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider essential in this role.

Essential:

- Highly organised and efficient at managing own time and workload with an ability to multi-task and work on own initiative to prioritise in order to meet objectives and deadlines
- Ability to form good working relations, both internally and externally, with people at all levels
- Demonstrable experience of working in finance and administration.
- Demonstrable knowledge of the responsibilities, systems and procedures required of the role
- Good general IT skills, including proficiency in MS Office (MS Excel and MS Outlook, in particular).
- A good working knowledge of Xero or equivalent software
- Ability to work with office machines (e.g. printers, monitors)
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organisational and planning skills in a fast-paced environment
- Sympathy with the aims and values of the church and the Jewel in the Strand project

Desirable:

- An understanding of the work of charities
- Familiarity with VAT returns
- Familiarity with Gift Aid
- A creative mind with an ability to suggest improvements

Safeguarding

At St Mary le Strand we are committed to ensuring that our church is a safe place for everyone. We take the safeguarding and care of children, young people and vulnerable adults very seriously and expect all staff and volunteers to share this commitment.

Application Instructions

Please send a letter of application stating how you meet the Person Specification and your experience of delivering the key tasks (or comparable tasks) outlined above, along with your CV/resume (no photos) to revdpeterb@stmarylestrand.com

Please ensure that they are sent as Word documents with the titles "your name cover letter" and "your name CV". Please put "St Mary le Strand, Finance & Administration Officer" in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is 1700 hrs on 10th November 2026

Interviews: Week of 23rd November

Job to start early January 2027

In recruiting candidates, we seek candidates with the proven skills required, irrespective of race and gender.