



Finance Manager

Salary:	£40,000 - £45,000 per annum
Duration:	Permanent
Hours of Work:	Full time (35-hour week). Part time considered for the right candidate
Terms and Conditions	6 months probationary period 25 days paid holiday per year Pension in line with auto enrolment
Location:	Westminster (hybrid working policy in place)
Reports to:	Head of Finance

Introduction to the National Churches Trust

We want to keep the UK's wonderful collection of church buildings well maintained, valued and in use. Working on the ground in all four nations, we support churches of all denominations. Our vision is to see open churches thriving at the heart of communities.

Our mission:

We Speak Up: churches are valued and supported

We Build Up: churches are well maintained, adaptable and in good repair

We Open Up: churches are sustainable, open and welcoming support

Our values:

Being straightforward in responding to others' needs

Providing support that makes a difference

Joining forces to achieve greater impact

Driving change that brings our vision closer



Purpose of the role

Use your finance skills to help keep the UK's churches open and in use. Come and join a small team at the National Churches Trust and work alongside the Head of Finance and the Finance and Governance Officer by managing the charity's day-to-day financial operations, ensuring accuracy, compliance, and timely reporting.

We're looking for someone who can work collaboratively and who is detail orientated. This pivotal role in the charity provides the financial backbone that supports decision-making and organisational stability. If you enjoy bringing order, clarity, and momentum to finance operations – and want your work to support the conservation of some of the nation's most important buildings – we would love to hear from you.

Key Responsibilities

Financial Processing & Reporting

- Complete monthly bank reconciliations
- Report monthly financial position to budget holders
- Produce Monthly Management Accounts
- Assist in Preparation of Quarterly Management Accounts

Payroll & People-Related Finance

- Oversee payroll processing
- Manage auto-enrolment responsibilities

Grant Management

- Support the Head of Finance with the financial management of the grant programme.
- Ensure grant payments are processed accurately and on schedule
- Monitors grant budgets and track expenditure against allocations



Income & CRM Reconciliation

- Reconcile fundraising CRM data
- Prepare and submit Gift Aid claims

Payments & Controls

- Check and sign off payment batches
- Maintain financial compliance across all processes

Tax, Insurance & Contracts

- Prepare and submit quarterly VAT returns

Audit & Assurance

- Coordinate and support the annual audit
- Maintain accurate financial records and documentation

Strategic Finance Systems & Process Innovation

- Support the introduction of new systems, technologies and automation tools
- Undertake other tasks as required to support the charity's objectives

Key Internal relationships

- Head of Finance, Finance and Governance Officer, Grants Manager, Fundraising Officers, Church Support Officers, Cherish Project Manager

Person Specification

Essential Qualifications and Experience

- Experience of using accounting software packages
- Familiarity with accounting standards



- Experience with online payment platforms and banking portals
- Proven ability to produce accurate, timely and relevant financial information
- Experience conducting reconciliations and producing management accounts
- Experience preparing VAT returns
- Demonstrates strong time-management skills, working quickly and accurately to meet strict deadlines, proactively planning workload throughout the year to ensure their outputs never delay dependent teams or processes

Essential Skills

- Strong understanding of financial controls
- Excellent written and verbal communication skills
- High level of accuracy and attention to detail
- Ability to organise and prioritise workload to meet deadlines
- Collaborative approach to work
- Ability to maintain confidentiality
- Proficient in Microsoft Office, particularly Excel
- Enthusiasm for the work and strategy of the National Churches Trust is an important element of the job

Desirable Experience and Skills

- Professional accountancy qualification
- Experience of working in a grant-making charity
- Experience of working in a fundraising charity
- Experience of working with fundraising databases
- Experience of working with grant making databases
- Experience of managing payroll
- Experience of running gift aid processes and claim
- Experience of preparing accounts in line with the Charity SORP and Companies Act
- Experience of partial exemption calculations and non-business/business apportionment



Further information

This is a full time post, and the basic hours are 35 per week, although part time working will be considered for the right candidate. It is based at the National Churches Trust's offices in Westminster and remotely, as per the current hybrid working policy. You will be required to work from our London office on at least two days a week and there may be occasional travel elsewhere in the UK. The annual leave entitlement is 25 days, in addition to relevant national public holidays.

The National Churches Trust comprises of a small staff, and you should be prepared to work as part of the team to ensure the delivery of the organisation's operations and objectives. As a member of staff, you will have access to our employee benefits programme, managed by HSF, which offers a health plan, access to counselling and legal support, and a discount programme for benefits, such as gym membership and personal accident cover. You will also have access to free communications events, resources and mentors through our Charity Comms membership.

The National Churches Trust operates a personal pension scheme and pays 10% employer's contribution for all eligible employees. Other general terms and conditions are set out in the staff handbook, which is issued to all employees on appointment.

How to apply for the role

For an informal conversation about the role please contact Clare Wand at clare.wand@nationalchurchestrust.org

To apply please send a covering letter (max two sides) detailing your interest in the role and how you meet the requirements, together with a copy of your CV to Rosalinde.debest@nationalchurchestrust.org

Closing date: Sunday 17 May, midnight

Thank you for your interest in the National Churches Trust and our mission to see open churches thriving at the heart of communities We look forward to hearing from you.