



St Mary Redcliffe, Bristol
Job Pack
Finance Manager

Welcome from the Parish

St Mary Redcliffe is a thriving, inclusive Christian community that has grown significantly over the past twelve years. It is a traditional, robed, choral church that is also theologically progressive, committed to welcoming and valuing people of all ages, backgrounds, identities, abilities, and circumstances. The church reflects a diverse and vibrant congregation united by a shared commitment to faith, inclusion, and the belief that all are equally loved and welcomed by God.

Alongside its worshipping life, St Mary Redcliffe is a well-established heritage destination and an active force for good in one of the most deprived parishes in the country. Thousands of visitors already come each year, with ambitious plans through Project 450 to expand access, facilities, education, and interpretation, enabling many more to engage with the church's history, heritage, and Christian story. Deeply rooted in its local context, the church invests heavily in community development, runs a community hub, and is recognised by the city as a key civic partner. All of this is sustained by a small, committed staff team, working creatively and energetically across worship, community engagement, safeguarding, heritage, governance, and the complex practical demands of running a large, historic parish church.

We are seeking an experienced and committed Finance Manager to support the work of the church by ensuring excellent financial stewardship, strong governance, and clear financial planning.

This is a key role, working closely with the staff team, clergy, churchwardens and PCC, and offering both strategic oversight and hands-on financial management.

About the Parish

- A large and active congregation with multiple weekly services
- A broad programme of pastoral care, community engagement, and outreach
- A team of clergy, paid staff, and volunteers
- Significant restricted and unrestricted funds
- Annual income and expenditure of approximately **£1.4 million**

The Role at a Glance

Job Title: Finance Manager

Reports to: Head of Operations

Works closely with: Staff team, clergy, churchwardens and PCC

Hours: Full time: 37.5 hours per week, with the option to reduce depending on candidate and circumstance

Contract: Permanent

Salary: £34,628

Location: Primarily on site, with opportunities for flexible/hybrid working

Purpose of the Role

The Finance Manager is responsible for the effective financial management and in large part, delivery of the church, ensuring robust systems, accurate reporting, compliance with charity and diocesan requirements, and strong financial planning. The role supports the PCC in fulfilling its legal and fiduciary responsibilities and enables staff and clergy teams to focus on the strategic priorities of the church.

This is a broad role with a large scope requiring close attention to detail in a complex organisation. There is a requirement for oversight and management as well as day to day bookkeeping delivery.

Key Responsibilities

Financial Management and Reporting

- Oversee all day-to-day financial operations of the church.
- Prepare accurate management accounts for the Head of Operations, Incumbent, Treasurer, and PCC.
- Monitor income and expenditure against budget, identifying risks and opportunities.
- Manage cash flow to ensure the parish can meet its financial commitments.
- Prepare year-end accounts and act as the main liaison with independent examiners or auditors.

Budgeting and Financial Planning

- Lead the annual budgeting process in collaboration with staff team colleagues, clergy and PCC.
- Support medium- and long-term financial planning aligned with wider church strategy and organisational priorities.
- Provide clear financial analysis and advice to inform decision-making.

Governance, Compliance, and Risk

- Ensure compliance with Charity Commission requirements, diocesan financial regulations, and PCC policies.
- Support the PCC in meeting its fiduciary responsibilities.
- Maintain appropriate financial controls, policies, and procedures.
- Assist with risk management and internal controls, including fraud prevention.

Income, Funds, and Stewardship

- Oversee the management of restricted, designated, and unrestricted funds.
- Monitor and reconcile income streams, including:
 - Planned giving and donations

- Service fees (weddings, funerals, etc.)
- Grants and trusts
- Commercial and events income
- Support stewardship campaigns and fundraising initiatives with financial insight and reporting.

Payroll and Staffing Costs

- Working closely with the Governance and Administration Officer & our payroll provider to oversee payroll processing, pensions, and staff-related financial matters.
- Ensure compliance with employment and HMRC requirements.
- Work with line managers on staffing budgets and forecasts.

Systems and Processes

- Maintain and develop effective financial systems and software.
- Ensure accurate record-keeping and audit trails.
- Improve processes to enhance efficiency, transparency, and resilience.

Collaboration and Communication

- Work closely with the Head of Operations and PCC Treasurer, offering professional financial expertise and support.
- Occasional requirement to attend relevant subcommittee meetings, presenting financial reports clearly and accessibly.
- Where appropriate, support staff and volunteers with budget management and financial understanding.
- Communicate financial information sensitively and clearly to non-financial audiences.

Person Specification

Essential Experience and Skills

- Significant experience in financial management, accounting, or a related role.
- Strong understanding of budgeting, cash flow management, and financial reporting.
- Experience working within a charity, not-for-profit, or public-sector environment.
- Knowledge of charity finance and governance requirements.
- Experience of financial software
- High level of accuracy, attention to detail, and integrity.
- Strong excel skills.
- Ability to explain financial information clearly to non-specialists.

- Strong organisational skills and ability to manage multiple priorities.

Desirable Experience and Skills

- Experience working within a church context.
- Familiarity with diocesan financial frameworks.
- Experience managing complex or multi-stream income.
- Knowledge of payroll, pensions, and employment-related finance.

Personal Qualities

- Commitment to the values and mission of the parish.
- Discreet, trustworthy, and professional.
- Calm, collaborative, and solutions-focused.
- Confident in offering advice and constructive challenge where needed.
- Able to work independently while being an effective team member.

Safeguarding

St Mary Redcliffe Church is committed to safeguarding and promoting the welfare of children and vulnerable adults. All appointments are subject to appropriate safeguarding checks.

How to Apply

Applicants are invited to submit:

- Their CV and a covering letter of no more than 2 pages, outlining suitability for the role based on the information contained in the recruitment pack.

Closing Date: By 10am on Thursday 2nd April

Applications should be sent to: jobs@stmaryredcliffe.co.uk

Further Information

For an informal conversation about the role, please contact:

Chris Whitwell, Head of Operations
Chris.whitwell@stmaryredcliffe.co.uk