



## Job Description – Finance Officer

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**Role:** Finance Officer

**Organisation:** New Life Church

**Location:** Ridgeway Centre, Milton Keynes, MK12 5TH

**Line Manager:** Finance Manager

**Hours of Work:** 30 hours per week

**Grading:** Grade 3

**Salary:** £29,500 FTE - £22,125 Actual

**Contract Type:** Permanent

### About New Life Church

New Life Church is a diverse and growing church in the heart of Milton Keynes. Our mission is to be a community that loves God, loves people, and makes disciples of all nations. We are a community of all ages and over 35+ nations, and our desire is to be a mission-shaped church that serves our city, our nation, and the nations with the radical love of God.

### Job Purpose

To support the Finance Manager in delivering accurate and timely financial processes across New Life Church and its associated entities (Ridgeway Centre Conferencing and Ridgeway Community Trust). The role focuses on day-to-day financial operations, including income processing, accounts payable and accounts receivable, and period-end support, while contributing to the church's mission and culture.

The Finance Officer will play a key role in maintaining strong financial controls, ensuring data accuracy, and supporting the effective stewardship of resources across the organisation.

### Key responsibilities:

#### Financial Operations

- Act as the first point of contact for finance-related queries, responding or escalating as appropriate
- Contribute to the effective day-to-day financial operations across the Church and associated entities
- Process and accurately record income and expenditure transactions in line with internal processes
- Maintain accurate, complete, and audit-ready financial records
- Support the handling, recording, and secure processing of cash and cheque income in line with established procedures
- Prepare and arrange the banking of funds, ensuring accurate reconciliation to financial records
- Support financial processes across multiple related entities, including appropriate allocation of income and costs
- Process and reconcile inter-entity transactions where required
- Investigate and resolve discrepancies, escalating issues where appropriate

#### Income, Giving, & Donor Administration

- Administer all income streams, including donations, events, and charitable and commercial activities
- Maintain accurate records of donor giving and ensure appropriate allocation of funds
- Process Gift Aid claims in compliance with relevant regulations and maintain supporting documentation

- Reconcile giving records with bank and system data, investigating and resolving discrepancies
- Support donor communications, including responding to queries and preparing giving statements and related communications

### **Accounts Payable & Receivable**

- Process supplier invoices, staff and volunteer expenses, and other payments in a timely manner
- Ensure all transactions are appropriately authorised and coded in line with financial controls
- Support the preparation and execution of payment runs
- Raise invoices and manage incoming payments, including monitoring outstanding balances and following up where necessary
- Prepare and process payments, including international transactions where required, ensuring accuracy and appropriate authorisation.

### **Financial Controls & Compliance**

- Maintain and apply financial controls, including approval processes and expense policies
- Support fraud prevention measures, including verification of payment details and appropriate segregation of duties
- Ensure compliance with charity finance requirements, including Gift Aid and restricted fund management
- Maintain accurate and audit-ready financial records and supporting documentation
- Maintain appropriate controls over cash handling and banking processes
- Support the integrity and accuracy of financial data across systems

### **Month-End & Reporting Support**

- Assist with period-end processes, including reconciliations and preparation of supporting schedules
- Prepare draft financial reports and summaries for review by the Finance Manager
- Provide basic analysis and commentary on financial performance where appropriate
- Monitor bank balances and support cashflow awareness through regular updates and reporting

### **Systems & Process Improvement**

- Use financial and related systems effectively to maintain data accuracy and efficiency
- Identify opportunities to improve processes, systems, and internal controls
- Support the implementation of new systems or process improvements where required

### **General Support**

- Provide administrative and operational support to the Finance Manager as required
- Contribute to the continuous improvement of the finance function
- Undertake other duties appropriate to the role



### Christian Faith and Culture

- Will clearly live out, embrace and impart the culture of New Life Church through being Honouring, Courageous, Compassionate and Generous.
- Clearly demonstrate a heart and passion for the church and the city
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the charity.
- Willingness and ability to communicate their own story of their faith journey
- Positively promote the Christian faith in line with the objectives of New Life Church

### Other Duties

This job description outlines the main responsibilities of the role but is not exhaustive. The post-holder may be required to undertake other duties appropriate to the level of the role to meet the needs of New Life Church and its associated entities.

## Personnel specification

	Essential	Desirable
<b>Qualifications</b>	AAT Level 3 (or equivalent qualification, e.g. ACCA, CIMA).	Working towards further qualification.
<b>Experience</b>	<p>Minimum 3 years' experience in a finance role, ideally within a charity or non-profit.</p> <p>Proficient in accounting software</p> <p>Competent in Microsoft Office, particularly Excel.</p> <p>Strong understanding of charity accounting principles, including restricted and unrestricted funds.</p>	<p>Proficient in Xero</p> <p>Experience of ChurchSuite</p> <p>Experience of preparing and processing Gift Aid claims.</p> <p>Knowledge of Charity Commission reporting requirements and SORP</p>
<b>Skills</b>	<p>High level of accuracy &amp; attention to detail</p> <p>Problem solving</p> <p>Able to prioritise</p> <p>Able to work well with a variety of people</p> <p>Excellent communication skills</p>	
<b>Personal</b>	<p>Enjoys a dynamic and changing environment</p> <p>Life-long learner, eager to improve skills and strengths; personally, and in the role</p> <p>Responsive to correction and direction</p> <p>Will show a high degree of relational and emotional intelligence, showing the Church Values and contributing to create a positive work place.</p>	
<b>Christian Commitment</b>	<p>The candidate must be a Christian – demonstrated by their love for God, intentionality in developing their character to be more like Jesus; they must love the church and be committed to our mission here at New Life Church.</p> <p>Be able to give both verbal assent to and practical demonstration of agreement with New Life's</p>	Our desire would be that the successful candidate would be committed to New Life Church (as an existing member or willing to join).



	<p>Statement of Faith as well as their Vision and Values Statement.</p> <p>Be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of own personal faith and in line with New Life's Statement of Faith.</p>	
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**Additional Information**

For this role, we recruit for character, competence, chemistry and culture.

\* Applicants, please note: Shortlisting will be carried out based on the essential criteria set out above, using the information given on the application form. You should therefore address the requirements when completing the application form, as failure to do so may result in you not being shortlisted. The selection criteria may be enhanced at the shortlisting stage if a high volume of candidates meet the current essential criteria. Appointments are subject to verification of appropriate qualifications and vetting clearance.