



we're looking for a **FINANCE OFFICER**

About HT

Holy Trinity is a vibrant evangelical, charismatic, Anglican church with a large and growing church family of all ages and stages. We are situated right at the centre of the city and perfectly placed to reach students and adults alike.

Vision: at HT, our vision is to see Cambridge reached and the world impacted with the good news and transforming power of the risen Lord Jesus.

Values: we believe that the description of the early church in Acts 2:42–47 is still God's heart for his church today. We aspire to be a family that is committed to God's Word, delighting in God's praise, showing God's love, empowered by God's Spirit, and sharing the good news.

HT is a growing church with around 1,000 people (including children, young people, students, and adults), 34 staff, and an annual turnover of around £1.5 million. Our finances are also growing and becoming more complex, and we are looking for a capable and enthusiastic Finance Officer to facilitate our continued growth.

The role

As Finance Officer, you will be directly or indirectly responsible for all aspects of church finances – from managing the day-to-day running of the church finances to ensuring all transactions are posted and reconciled, producing timely, accurate, and insightful monthly financial information, and working with the auditors to produce a set of audited accounts at the end of the financial year.

While you will be day-to-day line managed by the Operations Director, you will work closely with the Treasurer, who will oversee you and advise you on financial aspects of your work. The Treasurer will create the annual budget with you and will review your monthly and annual accounts.

In more detail, your responsibilities will include:

1. Producing good quality financial information

Monthly accounts

- Posting of all donations and other income, supplier invoices and expenses, as well as all necessary accruals, prepayments, payroll and other journals.
- Reconciling and reviewing all income and expenditure, and preparing variance analysis on all significant items.
- Preparing monthly management accounts with appropriately detailed accompanying narrative for the Treasurer and Finance Committee to understand movements in the month.

End of year accounts

- Reconciliation of all sub-ledgers and GL accounts, and updating all necessary year-end schedules.
- Familiarisation with Charities SORP and any disclosure changes in the year.
- Completion of the financial statements and all accompanying notes.
- Working with and providing all necessary information to the auditors.

Ad hoc requests from the Treasurer or members of staff for relevant financial information.

2. Managing our day-to-day finance needs

Including liaising with the banks, oversight of our credit cards (applications, renewals, limits, receipt collection), banking our cash offerings, oversight of merchant accounts, processing and paying weekly Accounts Payable, and dealing with any financial enquiries from church members, suppliers or other bodies.

3. Submission of all necessary returns

You'll be responsible for ensuring that all HMRC, charity commission, Gift Aid reclaims, Church of England and any other forms are completed accurately and on time.



4. System administration & regulatory compliance

Our main accounting system is Xero and you will have responsibility/administration rights for this and our other systems (such as payroll, pensions, donor records and online banking etc). You'll also oversee and keep up-to-date our Gift Aid records, charities SORP, and periodic reviews of internal controls and processes, recommending enhancements and improvements as appropriate.

5. Acting as payroll and pensions liaison

Whilst our payroll services are outsourced, you will need to act in an advisory capacity (e.g. of changes to salaries, joiners and leavers), check the payroll reports, and reconcile the payments when posting to the general ledger.

About you

Character

Naturally, you'll be highly numerate with great attention to detail, as well as exceptionally organised and proactive. You'll be capable of working independently and on your own initiative, and you'll also be adaptable and willing to be flexible. We'll expect to see evidence that you are a natural problem solver, with both the desire and the capacity to improve processes and efficiency.

You'll also be: enthusiastic and full of initiative; discreet and trustworthy, particularly with sensitive information; diplomatic and able to work as part of a team; and able to keep calm under pressure. While it is not essential to be a Christian for this role, we do expect you to understand and appreciate our values as an organisation. You can read more about us on our website.

Experience & skills

You'll need to have both relevant experience and an excellent track record in bookkeeping, including a strong understanding of basic accounts preparation (from trial balance to financial statements), particularly with reference to charities.

You'll also need excellent Excel skills, with the ability and confidence to manipulate and neatly present data (e.g. pivot tables, lookups, sumifs, conditional formatting, charts).

Physical requirements

- Regular use of stairs to office space and gatherings and the ability to regularly set up work tables.

Please let us know if you require reasonable adjustments during the recruitment process or within the role to ensure accessibility.

Preferably you will also have:

- A relevant finance qualification.
- A willingness to learn new processes and systems.
- Experience in managing staff and/or volunteers.
- Excellent communication skills.
- Some familiarity with churches, charities, and/or volunteer organisations.

Terms & conditions

- **Hours:** minimum 25 hours per week. For applicants with additional HR experience, we can offer up to 37.5 hours per week (full-time) for the right candidate. Part-time hours are flexible.
- **Contract type:** this is a permanent position with a three-month probationary period during which the progress of the postholder will be reviewed prior to the confirmation of permanent appointment. As an essential role in the operational capability of the church, this position has a three-month notice period to terminate employment.
- **Place of work:** our normal place of work will be Holy Trinity Church, Market Street, Cambridge or any sites in Cambridge that HT may operate from in the future, although it may be possible to do some of the work from home. You must have the right to work in the UK.
- **Holidays:** 33 days if you were full-time, pro-rated to the hours you work
- **Salary:** £36,300 – £46,400 FTE (dependent on experience), plus an 8% pension contribution
- **Start date:** as soon as possible.

For an informal discussion about the role or for salary enquiries, please contact our Treasurer, Simon George (simongeorge1@btinternet.com).

To apply, please send a completed application form and cover letter to finance@htcambridge.org.uk. Early applications are encouraged. Please note, generic CVs will not be considered. Application forms are available on our website: htcambridge.org.uk/jobs.