



Finance Manager | Woodlands Church Family (WCF)

Role Description

We are looking for someone who will provide high quality financial information and support to the Senior Leadership Team, Trustees and Finance Committee of Woodlands Church Family. The Finance Manager will manage the day-to-day record keeping and financial management of the charity, produce accurate and timely reports and oversee the key financial processes and controls of the charity.

Key Relationships

This role will require line management of the existing part-time Finance Administrator. You will also be working collaboratively with other WCF Leads for HR and Operations.

Job Specification

Area of Work	Responsibilities
1. Management reporting	<ul style="list-style-type: none">a. Ensure the efficient maintenance of the financial records of the charity.b. Produce timely, accurate and relevant quarterly management accounts including commentary on significant areas and variances from budgets.c. Produce other reports and recommendations as appropriate.
2. Conferences, Weekends Away and other events	<ul style="list-style-type: none">a. Review and approve budgets for all such events and oversee reconciliation of the income and expenses after the event.
3. Controls and procedures	<ul style="list-style-type: none">a. Work with the Finance Committee to implement or improve systems and controls surrounding all aspects of the charity's financial management.b. Reconciliation of control accounts and regular review of nominal ledger.



4. Restricted Funds	<ul style="list-style-type: none">a. Regularly review the restricted funds and ensure all income and expenditure is correctly recognised.b. Ensure monthly offerings are correctly posted to the relevant funds and grants to any beneficiaries are made on a timely basis.c. Deal with any information requests or queries regarding these funds.
5. Audit and Year End	<ul style="list-style-type: none">a. In close cooperation with the Finance Committee, oversee the finalisation of the year-end adjustments and results.b. Prepare the statutory financial statements in accordance with the Companies Act and Charities SORP.c. Liaise with the charity's external auditors.
6. Payroll	<ul style="list-style-type: none">a. Responsible for communicating with the external payroll bureau and checking/approving payroll journals and payments on a monthly basis.b. Work with HR team to ensure employee records, contracts and policies are accurate and up to datec. Work with the payroll bureau to ensure all leavers and joiners are processed in a timely fashion.d. Work with payroll bureau to ensure all salary sacrifice and other adjustments are accurately made.
7. Giving and Gift Aid	<ul style="list-style-type: none">a. Assist SLT and the Trustees in providing resources to promote an enhanced culture of giving across Woodlands Church Family.b. Check, reconcile and submit monthly gift aid claims.
8. Investments	<ul style="list-style-type: none">a. Oversee the administration of the charity's financial, programme-related and mixed-purpose investments in line with the charity's investment policy.b. Reconcile and regularly review investment movements and income.c. Assist the Finance Committee in liaising with investment advisers, as needed.



9. Budget	<p>a. Assist congregational leadership teams in preparing annual budgets and facilitate reporting against them on a quarterly basis.</p> <p>b. Work with budget holders to review performance against budget and monitor the overall organisation's finances to ensure we are operating within the agreed budget.</p>
10. Line management	<p>a. Manage the work of the Finance Administrator and any significant volunteers involved in finance.</p>
11. Governance support	<p>a. Attend the quarterly Finance Committee meetings and provide support to the Committee, including preparation of minutes and tracking of actions.</p>

Reporting:

Accountable to and line managed by the WCF Finance Committee.

Last updated:

April 2026

Requirements:

This role requires a commitment to the Woodlands Church Family Staff Team and Values.

Person Specification - The person we are looking for will have:

Experience and knowledge

1. Essential

- Recognised professional qualification (e.g. ACA, ACCA, CIMA, CIPFA) with a thorough practical understanding of management accounting principles and techniques.
- Extensive experience of using recognized accounting software (e.g. SAGE, QuickBooks Online, Xero).
- Experience of implementing month end and quarterly processes and creating monthly management reporting.
- Experience of creating budgets for multiple departments/centres within the same organisation.



- Experience in applying IT to accountancy and financial management tasks

2. Desirable

- Experience of line managing staff.
- Good working knowledge of QuickBooks Online.
- Good working knowledge of applicable charity law and guidance and experience of preparing accounts using the charity SORP.
- Experience of Charity Governance including Board Meetings.
- Experience of accounting for multiple restricted funds.

Skills and Abilities

1. Essential

- Excellent numeracy skills.
- Excellent IT skills, particularly with Microsoft Word and Excel.
- Good communication skills. Both written and verbal skills and ability to engage confidently with stakeholders of all levels using different methods. The ability to present complex financial information in a clear and accessible manner to a wide range of audiences both internally and externally.
- The ability to devise, adapt and implement financial systems & procedures.
- The ability to work flexibly using your own initiative.

2. Desirable

- Willingness and ability to work outside normal office hours and across multiple sites.
- Ability to work independently and proactively.