



FINANCE MANAGER

AUGUST 2020

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal (Anglican) church with a congregation of around 1,000 which has at its heart our belief that we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

We are looking for an energetic, committed and innovative self starter to join our diverse staff team of talented people. You will provide the financial structures and support systems which will allow us to deliver our strategy and realise our vision for Ps & Gs.

Is that you? Keep reading to find out more.

Thank you for expressing interest in the Finance Manager role at Ps & Gs. I hope you find the enclosed material helpful in telling you a bit more about the church, and the job. If I can help in any way, do please get in touch with me via the church office.

We are at an exciting time in the life of Ps & Gs. Despite Covid-19 and although our doors have been closed, we have been continuing to deliver and expand our ministries. We began online services in March and were featured on the BBC website at Easter as our services were reaching 4000 people. Our Saturday Meal, which launched over 5 years ago, reaching out to the homeless and vulnerable in our community by providing a free meal every Saturday, continued throughout the lockdown period.

We are finding new ways to deliver our different ministries online, including our Counselling Service, Children's and Youth ministries and a variety of courses.

Our Alpha Course online had people from around the world sign up - at one stage we had six online courses operating at the same time! Our Children's Ministry has also found new and creative ways to engage people online, whether they attend church on Sundays or through our midweek Babies and Toddlers group.

We have continued to develop our worship initiatives such as our Kingdom Come prayer and worship nights. We encourage and help people to become whole life disciples through Connect Groups, courses such as the Network course, and our Core Leadership Programme.

We believe that God wants us to be a church that takes calculated risks; to be innovative, radical and creative in our worship, evangelism and life together. We have just adopted a new strategy for 2020-2025 which has at its heart our belief that we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace. We have planted two churches in the last 6 years and have plans for three more in the coming years.

Please be assured of our prayers as you seek whether God is calling you to join us. We will be praying that together, we will be able to discern his voice.

Thanks again for your interest,

Yours warmly,

Dave Richards, Rector



Who we are

Ps & Gs (St Paul's and St George's) is a Scottish Episcopal Church with a congregation of around 1,000. Our aim is to bring people and God together by being whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

Built in 1818 and refurbished in 2008, the church building stands in a strategic location in the heart of Edinburgh's New Town. We have three Sunday services (pre-Covid), a vibrant community life with over 50 ministry areas, and many opportunities to serve those around us. We are excited about our future as we grow together into the church God intends for us.

STRATEGY

Our current strategy has four strands:

- Changing Lives
- Transforming Society
- Deepening Influence
- Church Planting

A summary of our strategy is on our website. You can read about our values on the About Us page.

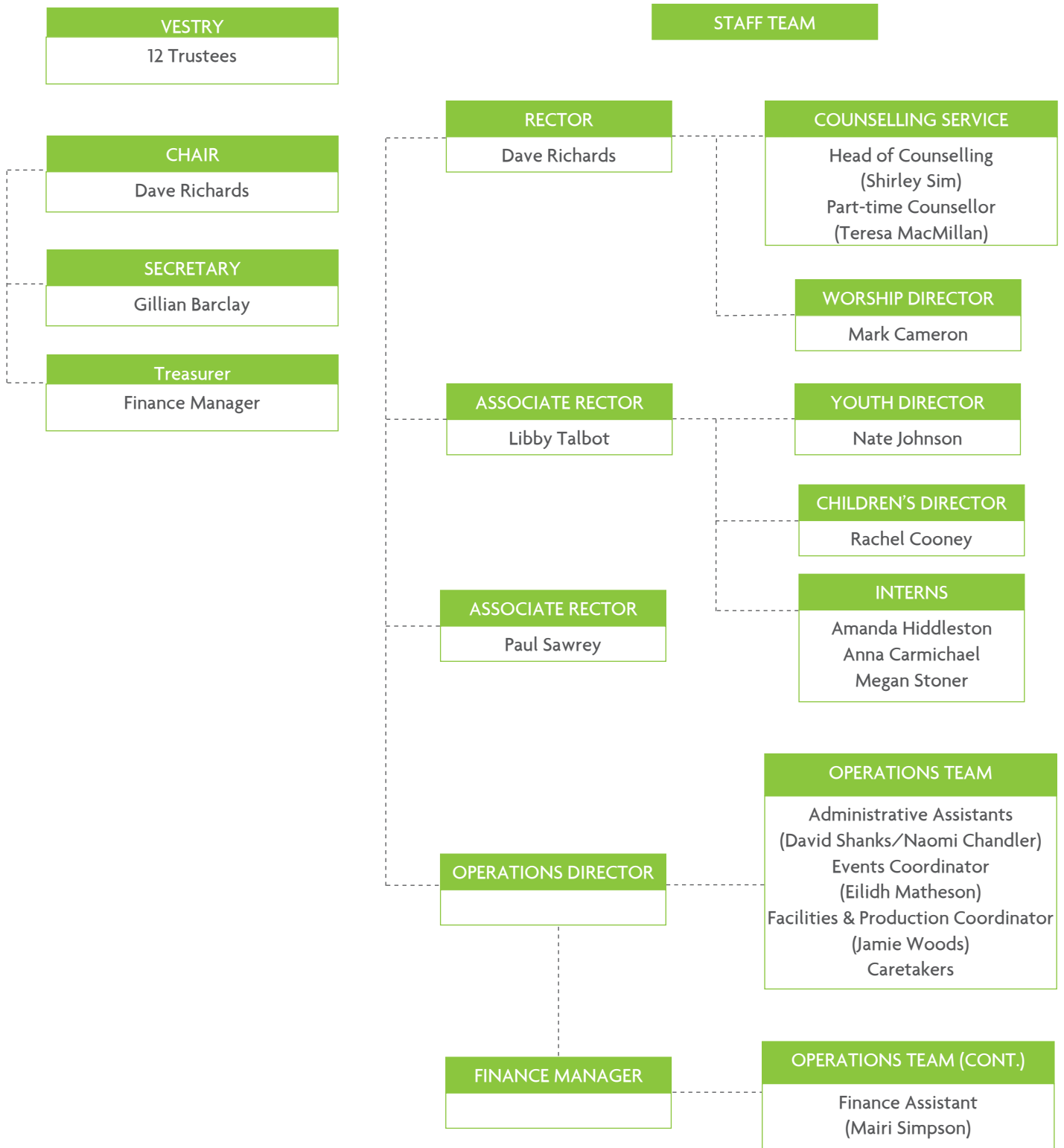


Our structure

The structure of our staff and Vestry teams is shown below.

The church has a strong volunteer base as well as various areas of ministry coordinated by volunteer-led teams. The counselling service is professional and highly regarded both internally and in the wider community.

The Vestry is made up of elected members of the congregation, clergy, Operations Director, and is chaired by the Rector.



About the role

The key objective of this new post is to provide sound financial management, act as Treasurer (a role required by the Scottish Charity Commissioner) and work closely with the Operations Director to ensure the budget aligns with the church's strategic vision.

The postholder will have an active Christian faith and will be expected to become a praying, serving and giving member of the church family at Ps & Gs.

KEY RESPONSIBILITIES

1. Budget Management

- Prepare and review the annual phased budget with the Operations Director and budget holders.
- Support the Operations Director in presenting the budget to Finance Group and Vestry.
- Hold regular review meetings with budget holders.
- Reforecast budget as required by Vestry.
- Agree monthly master budget with Operations Director and Finance Assistant (FA) for FA to put into accounts system.

2. Management Accounts

Undertake detailed monthly review of the financial position including:

- Prepare monthly management accounts and report on variances against agreed budgets.
- Ensure monthly accruals and pre payments are accurate.
- Review fixed asset and depreciation account.
- Review income received and highlight any differences.
- Review journals for month.
- Prepare the gift aid claim to HMRC.
- Manage cash flow and make recommendations to Finance Group and Vestry.
- Prepare report for Finance Group and Vestry as required.

3. Relationships

- The postholder will report to the Operations Director.
- The postholder will line manage the Finance Assistant.
- Develop good relationships with congregation members and key stakeholders (see governance section).
- Be a member of the Operations Team.
- Be a member of the Finance Group (comprises staff, vestry members and lay representatives).
- Attend all staff meetings.

4. Contract Management

- Review contracts and leases with a financial impact before they are entered into, including utilities and insurance.
- Assist with contractual disputes.
- Assist with the development of projects ensuring a sound financial basis.

5. Annual Accounts

- Agree timetable with Operations Director and Auditor including process for receiving narrative reports for Vestry.
- Draft accounts, including Vestry narrative report
- Liaise with Auditor as necessary

6. Payroll

- Manage monthly payroll ensuring that changes have been authorised before passing to SCVO payroll bureau for processing.
- Ensure SCVO have updated information including any changes to salaries.
- Prepare and send letters to staff on payroll changes as required.
- Monitor and ensure accuracy on all pension payments.
- Monitor any changes to clergy remuneration and allowances by Diocese.

7. Internal Control

Ensure systems are in place:

- For the correct payment of supplier invoices in an accurate and timely way.
- For accurate and prompt raising of sale invoices and receipt of funds.
- For accurate allocation of income and expenditure to accounting system.

8. Governance: Bank

- Manage relationship with Bank Director.
- Oversee preparation and approval of bank mandate changes to online facilities with approval of Vestry.
- Manage bank funds to ensure sufficient working balance and secure interest on funds not needed for day to day activities.
- Monitor obligations under loan agreements, in particular interest cover and repayments.
- Negotiate new mortgages/loans as required.
- Ensure the bank accounts are reconciled on a regular basis.
- Act as cheque signatory.

9. Governance: Office Scottish Charity Regulator (OSCR)

- Review the completed Annual Returns to ensure they meet OSCR standards.
- Manage any correspondence with OSCR.

10. Governance: Diocese

- Review completion and filing of the annual financial return.
- Check calculation of the quota and arrange annual adjustment to standing order.
- Manage relationship with the Diocesan Finance Team.

11. Other

- At the discretion of the Operations Director, provide support for other aspects of operational function.



This role helps provide the financial structure and support to enable the church to grow and develop.

About you

We are looking for someone to join our friendly team in this new post of Finance Manager. You will bring wide experience of proven financial management and be able to diligently oversee the finances of the church, ensuring we are able to deliver our wide and expanding range of ministries.

We are looking for an experienced Finance Manger who:

- has experience of setting budgets.
- is able to produce management accounts.
- can ensure sound governance in all financial matters.
- is a team player who will on occasion contribute to the wider operational function of the church.

Desirable:

- You will have an accountancy qualification.
- You have experience working for a third sector organisation/charity.

Job Terms and Conditions

1. The role has an occupational requirement that the post-holder has an active and lively Christian faith.
2. The role is 21 hours per week, excluding breaks. Working pattern to be agreed. Attendance at meetings outside office hours will be required - time off in lieu can be claimed.
3. You are entitled to 3 prayer and study days per year.
4. You will be enrolled in a direct contribution pension scheme.
5. Salary is negotiable dependent on experience, but is in the range of £27,000-£32,000 (pro rata).
6. You are entitled to 30 days holiday, plus 5 public holidays, per year. (pro rata)
7. The notice period is 3 months.
8. The role reports to the Operations Director and is reviewed annually.
9. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record (Enhanced Disclosure) through Disclosure Scotland. If you are invited to interview, you will receive more information about this.
10. You will be expected to become a praying, serving and giving member of Ps & Gs.

To apply:

Please complete an application form (available from www.psandgs.org.uk/jobs) and return by email to david@psandgs.org.uk.

Closing date: Thursday 17 September at 5.00 pm.

Interviews will take place weeks commencing 28 September and 5 October 2020.

