

## Part 1: Summary job details

Job title:	<b>Finance &amp; Operations Officer</b>
Contract basis:	<b>Full-time, permanent (35 hours per week), subject to satisfactory completion of six-month probation period</b>
Reporting to:	<b>Head of Finance &amp; Operations</b>
Direct reports:	<b>none</b>
Based:	<b>We operate a ‘mixed-mode’ working model, where staff work both from home and from our spacious offices in Westminster; the expectation for this role is that the post-holder will be in the London office three/four days per week</b>
Annual salary:	<b>£30,000 - £35,000</b>

## Part 2: Job description

### Job purpose

Clergy Support Trust is the largest and oldest benevolent charity for Anglican clergy and their dependants. Founded in 1655 and with assets of over £130m, the charity provides financial grants and other forms of support to serving and retired ministers, ordinands, and clergy families. In 2020 we supported more than 1,300 individuals to the tune of over £2.6m. With a new brand and strategy in place, and a newly-appointed Chief Executive, the Trust is at a hugely exciting juncture, as it seeks to develop more and better programmes and partnerships, serving and supporting those who are, in their daily ministry, called to serve and support others.

Our new Finance & Operations Officer will sit at the heart of the charity’s busy team. Skilled in finance and operations work, and able to balance a range of critical priorities, the post-holder will be the ‘first point of contact’ for many of the charity’s partners and stakeholders, and will support the Head of Finance & Operations in oversight of the Trust’s significant investments. She/he will also be responsible for efficient management of the office – both the charity’s beautiful building in central London, and the requirements of colleagues as they work at home for part of each week. This will include staffing reception three/four days per week, including frequent contact with Trustees, supporters, contractors, and others.

This is a busy role which will suit a skilled professional able to focus on a range of projects in a small, efficient frontline team. The post-holder will need to build excellent relationships with colleagues, and demonstrate strong financial and administrative skills. She/he will also have a passion for the charity’s core work in supporting Anglican clergy and their families, able to support all colleagues in their own roles as we seek to serve those who spend their lives serving others.

## Part 2: Job description (continued)

### Key responsibilities

Working closely with the whole staff team, the Finance & Operations Officer will have the key responsibilities listed below.

- 1. Oversee all office management requirements, both at the charity's London HQ and for colleagues' home offices**
  - Be a friendly receptionist for the charity's offices in Westminster, three/four days per week (the fourth/fifth day working from home as appropriate and if desired), welcoming and looking after visitors
  - Oversee external and internal bookings for any publicly-available meeting rooms, and prepare meeting rooms for functions
  - Arrange monthly team meetings
  - Oversee any catering requirements and the office's communal spaces
  - Lead on office managements requirements, both in the Westminster office (ordering supplies, arranging contractor visits and equipment testing, acting as fire marshal and first aider, etc), and remote 'home-working' requirements (for example, ordering IT equipment and stationery)
  - Occasionally, cover for the Executive Assistant when on leave, for example by taking minutes of Board and Committee meetings
  
- 2. Support the Head of Finance & Operations in managing the charity's finances and investments**
  - Oversee payment of grants to beneficiaries, including liaison with signatories and Grants & Services Officers once payments are completed, and record current payments and deferred grants in Sage
  - Oversee the purchase ledger, including paying invoices in timely fashion, ensuring invoices are properly authorised and supported, and recording them in Sage
  - Support management of bank accounts, including by downloading statements, and posting receipts and payments to Sage
  - Record gift aided donations on Fundfiler for claim from HMRC
  - Process the monthly payroll, including submission of PAYE and NI information HMRC, and pension contributions to Standard Life
  
- 3. Oversee and administer the charity's HR function**
  - Prepare job advertisements, and liaise with advertising platforms and recruitment firms as required
  - Keep records of applicants, arrange interviews, and ensure associated paperwork is up-to-date
  - Prepare draft contracts and new starter paperwork, and manage induction arrangements
  - Co-ordinate and record training needs for the team
  - Liaise as required with the charity's retained HR consultants, for example arranging meetings with senior leaders on particular issues
  - Keep note of major developments in the HR arena, for example employment law, and report these to senior leaders as necessary
  
- 4. Other reasonable duties and projects commensurate with the post**

### Part 3: Person specification

Attribute	Essential	Desirable
<p><b>Experience, skills and abilities</b></p>	<p>Significant experience and expertise in overseeing financial processes and reporting</p> <p>Experience in core areas of office management, including as receptionist/building manager (with related health and safety knowledge and expertise)</p> <p>Excellent working knowledge of Sage software for accounting and payroll (or transferable knowledge from similar systems)</p> <p>A passion for learning and development, and proven ability to learn new skills at pace</p> <p>Experience working and liaising with outside contractors</p> <p>A good level of literacy and the ability to minute meetings</p> <p>Strong IT skills, including Excel</p>	<p>Experience in HR operations / understanding of key HR processes and terminology</p> <p>Experience in a grant-giving charity or similar setting</p> <p>Understanding of the Church of England and related organisations</p>
<p><b>Personal</b></p>	<p>Highly organised, with the ability to juggle multiple responsibilities within a small team</p> <p>A friendly, collaborative, good-humoured individual</p> <p>Ability to work effectively in a 'mixed-mode' setting with most colleagues working from home several days per week</p> <p>Sympathetic to the Christian ethos of the charity, and with a passion for the wellbeing of clergy and their families</p>	

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; training</b>	Evidence of ongoing professional development in finance	Evidence of ongoing professional development in HR  Professional finance qualification

## **Part 4: Further job particulars**

**Hours of work:** 35 hours per week, with some flexibility but generally within the Trust’s ‘core hours’ of 0900 – 1630, Monday to Friday.

**Pension:** The postholder will automatically be enrolled into the Trust's pension scheme, which attracts an employer contribution equivalent to 10% of basic gross salary.

**Death in service:** Life Assurance (Death in Service cover) of 4x salary will be provided for your spouse/dependants in the event of your death whilst you are an active employee of the Trust.

**Holiday:** The standard annual holiday entitlement in any holiday year is 25 days, exclusive of recognised public holidays. The Trust also closes between Christmas and New Year, additional to annual leave allowances.

## **Part 5: How to apply**

To apply, please email the following to the Head of Finance & Operations, Tonya Goldring, on [tonya.goldring@clergysupport.org.uk](mailto:tonya.goldring@clergysupport.org.uk):

- Curriculum Vitae.
- Covering letter (no more than two sides of A4) explaining why you are interested in the role and how you meet the person specification (please provide specific examples in your supporting statement).
- Completed copy of the attached Criminal Record Declaration form.

**Closing date for receipt of applications: 1pm, Wednesday 1<sup>st</sup> December 2021**

First-round interviews will be held on Thursday 9<sup>th</sup> December 2021. A shortlist of candidates will then be invited to a further interview.