

Role: Finance Manager

Reports to: Associate Pastor: Operations

Hours: 2.5 days (18.75 hours) per week

Salary: £32,175 - £37,698

Overview

Excel Church, a member of the Assemblies of God, the UK's largest Pentecostal denomination, is a vibrant and diverse church with a congregation representing all ages, nationalities, and backgrounds. Our mission is to create an inclusive community that introduces people to Jesus in a relevant and dynamic way. In addition to our church services, we actively serve our local community through our outreach initiatives at Bilston People's Centre. Together, we deliver a range of exciting activities designed to make a lasting impact.

The role of Finance Manager is crucial to the successful financial management of both Excel Church and Bilston People's Centre. While this description provides an overview of your primary responsibilities, additional tasks may be required as part of the performance management process for both Excel Church and Bilston People's Centre.

About the Role

As the Finance Manager, you will be responsible for overseeing all financial operations related to Excel Church and Bilston People's Centre. This role requires a diligent, detail-oriented individual who will ensure the church's financial activities are managed with integrity and transparency. You will work closely with the Associate Pastor: Operations, Leadership Team, Trustees and Department Leads to maintain accurate financial records, manage budgets, and ensure compliance with financial regulations.

Key Responsibilities

- Accurately record all income and expenditure using the designated financial software.
- Count, record, and deposit weekly tithes and offerings.
- Regularly reconcile bank, izettle, stripe and go cardless statements and input data into accounting software.
- Reconcile credit card statements and enter purchases into the system.
- Monitor departmental income and spending to ensure alignment with budgetary goals.

- Work with the Associate Pastor: Operations to negotiate the best deals with suppliers and manage contracts as needed.
- Prepare and process monthly salaries.
- Produce month-end accounts and financial reports for the Leadership Team and Trustees.
- Manage Gift Aid claims and provide annual giving statements to donors.
- Distribute departmental budget plans in preparation for annual budget planning meetings.
- Prepare and finalize year-end accounts.
- Issue invoices, follow up on outstanding payments, and pay invoices promptly.
- Supervise the finance team and oversee the use of card readers and ChurchSuite payments.
- Participate in staff meetings, including evening or Saturday church council/BPC board meetings 6 weekly and contribute to the overall financial strategy.

Essential Skills, Qualifications, and Experience

- GCSEs in Maths and English (Grades A-C) or equivalent.
- Proven experience managing budgets and overseeing daily financial operations.
- High level of proficiency in Microsoft Office, particularly Excel.

Desirable Skills, Qualifications, and Experience

- Experience managing church finances or budgets is highly desirable.
- A finance qualification (AAT Level 3 or part-Chartered) would be advantageous.
- Familiarity with Sage accounting software.

Personal Qualities and Requirements

- A committed, practising Christian with a vibrant relationship with Jesus Christ, actively engaged in the local church and willing to become part of the Excel Church community.
- High attention to detail with integrity, accountability, and transparency in financial matters.
- Proficient in setting up and managing systems for income, expenditure, and cash flow monitoring, ensuring regular reporting.
- A strong understanding of budget analysis and management.
- Possesses a proactive, "extra-mile" attitude, and demonstrates excellent written, verbal, and IT communication skills.
- Upholds personal integrity and maintains confidentiality in all sensitive matters.
- Excellent interpersonal skills with the ability to collaborate effectively with colleagues, church members, and external stakeholders.
- A strong commitment to personal growth and professional development.
- Organised, self-motivated, and capable of managing multiple priorities effectively.

- Open to accountability and committed to maintaining honest, transparent communication with church leadership.
- Willingness to undertake additional training or learning as required by the Associate Pastor: Operations.

Note: Due to the nature of this role and the regular interaction with church leadership, volunteers, guest ministers, and speakers, it is considered an occupational requirement for the post holder to be a practising Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.

This role is also subject to a DBS check at 2 satisfactory references.