

# EMMAUS RD

## Emmaus Finance Officer

### Role Description

#### Role Overview:

The overall purpose of the Emmaus Finance Officer is to provide financial support for Emmaus Rd Church and its associated social transformation charity, Emmaus Transformation Trust.

The person will report to the Finance and Business Manager.

#### Role Responsibilities:

The key responsibilities are:

- Supporting budget holders with preparation of annual and project budgets and uploading budgets into the accounting system (Xero).
- Ensuring efficient and effective administration and processing of all financial income/expenditure activities using Xero, including gifts, grants, donations, gift aid, invoices, expenses, payroll, pensions, credit/debt card management, etc.
- Providing monthly financial management information to budget holders, including assessment of actuals to budget, cash flow forecasts, P&L position, etc.
- Providing quarterly financial management information for Trustees.
- Supporting the preparation of year-end statutory accounts for external auditing.
- Providing ad-hoc financial reporting of projects and activities as required.
- Ensuring all financial practices are in line with statutory regulations and legislation and helping evolve financial policies and procedures to reflect.
- Identifying and implementing improvements in financial procedures, processes and systems.
- Providing support and training for staff and volunteers on financial procedures, processes, systems as required.

#### The individual:

Due to the nature of the role, it is an occupational requirement that the role holder is a Christian. We are looking for a person with the following attributes and experience:

- Degree level qualification or ATT (or comparable) in accounting, finance management or similar.
- Experience in finance management and accounting, ideally in a charity context.
- High levels of familiarity and comfort with accounting packages – Xero, QuickBooks or Sage.
- Experience of payroll admin including workplace pensions.
- Confident and clear communicator in both written and verbal forms of communication.
- Strong organisational and time management skills with the ability to multi-task and prioritise workload/deal with conflicting demands.
- Strong attention to detail.
- A willing can-do attitude, someone who is always looking for ways to improve how we do things.

**Contract & Hours:** This is a permanent role, full time or part time subject to discussion.

**Location:** The office is situated in Woking at The Lighthouse. Currently people are working from home and this role will be required to work from home until the office re-opens. Following the re-opening of the office, it will be possible to still work some time/days from home.

**Annual Leave:** 25 days per annum plus bank holidays. Office closed for 3 days after Christmas.

**Salary:** Competitive for sector. A standard employer/employee contribution pension is provided.