

EMMAUS RD

church

Role Title:	Finance Officer
Office Location:	The Lighthouse (Woking)/ hybrid/ remote
Days and Hours of Work:	Part time/Full time (30 - 37.5 hours per week), with flexible working options that can be discussed.
Reporting to:	Finance and Operations Manager

Role Overview

Emmaus Rd Church operates a subsidiary charity called Emmaus Transformation Trust which works in the local community to support the residents of Woking, Guildford, and Aldershot. The charity works from buildings we call Lighthouses. Each Lighthouse is a vibrant hub that hosts a range of free social transformation projects to support, encourage and empower anyone in our community who may find themselves in need. As a charity which started through a church, we are rooted in our Christian faith and values.

The Finance Officer provides expertise and support with the financial aspects of operating our Lighthouses and the projects that are hosted in them, ensuring the charity's finances are managed in an efficient and effective manner, along with ensuring we comply with all relevant financial best practice and Charity Commission regulation.

The post holder will be part of a finance and operations team and work closely with others across the charity and within the Emmaus Rd church.

The key responsibilities are described in detail in the next section.

Role Responsibilities

The key responsibilities of the role are:

1. Budgeting and forecasting

- Helping Lighthouse centre managers and project leaders with developing their annual and project budgets.
- Helping Lighthouse centre managers and project leaders with forecasting their budgets at end of each quarter.
- Consolidating budgets and forecasts for presentation to the Management Team and Trustees.
- Maintaining budgets and forecasts in our accounting system (Xero).

2. Financial income and expenditure processing

- 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.
- Processing bank payments and other ad-hoc requests.
- Ensuring support and training for all staff and volunteers on financial procedures, processes and systems as required, to ensure financial processes are understood and followed.
- Identifying and recommending improvements in financial procedures, processes and systems.

3. Financial management reporting

- Providing monthly budget variance reports to individual budget holders and working with budget holders to understand reasons for variances and actions to address.
- Provide monthly management information for the Management Team.
- Provide quarterly finance report for the Trustees, along with forecasts.

4. Grant Management

- Reviewing and ensure that strong controls and governance are in place for grants management and reporting.

5. Ad-hoc finance expertise and support for projects, business cases, etc

- Providing expertise to assist with the development of financial information to support projects, business cases, grant applications, etc.
- Providing ad-hoc financial expertise and reports as required.

6. Financial statutory compliance and reporting

- Work with our external auditors to prepare year-end statutory accounts and assisting with the annual audit.
- Ensure all financial practices are in line with statutory regulations and legislation and helping evolve financial policies and procedures to reflect.

The Individual – skills, experience, attitudes

- Passion for Jesus.
- Servant-hearted.
- A natural team player, able to work well within teams.
- Organised and efficient, able to prioritise competing demands.
- Excellent attention to detail.

- Adaptable, flexible, and resourceful, willing to do what needs to be done.
- Confident to take initiative, solve problems and make decisions.
- Computer literate, familiar with Microsoft products.
- Degree level qualification or ATT (or comparable) in accounting, finance management or similar.
- High levels of familiarity and comfort with accounting packages – Xero, QuickBooks or Sage.
- Practical experience of working in a church or charity financial environment is desirable, although not essential.

Occupational Requirement: This post has an occupational requirement for the holder to be a Christian, and to be in full sympathy with the aims and ethos of Emmaus Rd's vision and mission.

Right to Work: You must have the right to work in the UK. Emmaus Rd will not be able to obtain a work visa on your behalf.