



Job Description

Title of the Post:	Finance Officer (7.5hrs per week)
Line-Manager:	Member of the Eldership
Office Base:	Wellspring Family Centre (Remote working with occasional visits to the office available)
Expected Salary:	£29064-32870 FTE [37.5hrs], dependent on experience

Overall Aims of Post

To oversee the financial operations and manage the bank accounts and financial operations of the 2 charities

This is an exciting opportunity to join a passionate team working as part of the local church to support the needs of the community. Wellspring Family Centre needs a skilled financial officer with a passion for enabling the local church to develop projects which support the local community and further Gospel initiatives.

This role could be taken alongside the Centre Co-ordinator post which we currently are advertising, or as a separate post.

Scope

The role of finance officer is supporting the Elders, Trustees and other staff members with all aspects of financial oversight in the 2 charities: *Wellspring Family Church* and *Wellspring Family Centre*. They will help with the preparation of budgets, implementation of financial activities and review in the form of preparation of the annual accounts in partnership with the trustees and independent examiners.

Specific Duties

- *Human Resources*, including payroll
- *Finance Officer for Church & Centre* -
 - o Book-keeping, accounts, budgets, banking, donations, insurance/utilities, invoicing, purchasing, staff expenses, international payments & campaigns, monitoring, room hire, policies.
 - o Payroll, HMRC & Pensions
 - o (in liaison with Centre Co-ordinator) Fundraising with Felton Fundraising. Budget implementation, grant applications, grant reporting, meeting with funders,
- *Company Treasurer: preparing accounts, reporting, and supporting trustees with tracking budgets*



Person Specification

Essential Qualities

- Born again, baptised in water and the Spirit
- Clear articulation of personal vocation and personal and corporate vision
- Strong conviction about and commitment to vision of elders for local Church, and wider apostolic vision of Relational Mission
- Commitment to mutual accountability in leadership relationships
- Good organisational skills; ability to balance priorities and make sound decisions
- Willingness to work flexible hours
- The ability to communicate effectively to all relevant parties
- Good IT skills
- Able to use own initiative and work without supervision
- Ability to deal with sensitive and confidential matters with tact and discretion
- Positive attitude towards personal development learning and training
- Understanding and commitment to the promotion of equal opportunities
- Strong commitment to implement Safeguarding policy
- First Aid Trained (Training will be provided if not already certificated)
- Experience with Accounting software and familiarity with banking systems
- Bookkeeping or Accountancy qualifications

Desirable Qualities

- Experience in church-based ministry
- Full driving licence

This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3. As a charitable Christian organisation, the post holder must be committed to and embrace Wellspring Family Church's ethos, and either be currently a member of Wellspring Family Church, or prepared to become one.

To find out more or to register your interest in this position, please contact chairs of trustees: Harry Grigg and Pete Collinson on harry@ancwatton.co.uk and pete@wfcdereham.org with your CV. An Enhanced Disclosure Barring Service (DBS) check is required before a final job offer is made.