



## JOB DESCRIPTION

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<b>Job Title</b>	Finance Officer
<b>Team</b>	Finance
<b>Location</b>	Hybrid, working from our Northampton office one to two days per week and team meetings in London
<b>Reports to</b>	Senior Finance Officer
<b>Salary</b>	£26,460.00 per annum, plus pension and benefits
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	36 hours net per week

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Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II\*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

### Overall job purpose

As Finance Officer you will efficiently process all aspects of income for CCT, ensuring accurate information is entered into both CCT's CRM and accounting systems.

### Key relationships

You will work closely within the Finance team including the Finance Officer and Senior Finance Officer. You will interact with colleagues across the organisation.

### Key duties and responsibilities

#### Accounts Receivable / Income Processing

The post holder will ensure prompt, accurate and effective processing of income. They will:

- Enter all income data, including direct debits, standing orders, website payments and cheques into CCT's CRM database and accounting system, ensuring consistency between systems;
- Process card payments over the phone;
- Ensure donor information is provided to the fundraising and membership team on a timely basis;

- Maintain registers of standing orders and direct debits for the membership scheme;
- Prepare sales invoices, post receipts and allocations;
- Bi-monthly credit control/liaising with customers;
- Work with regional teams to ensure processing of gift aid envelopes;
- Produce ad-hoc reports as required by the finance team, budget holders, project managers and external bodies;
- Work with other members of the finance team in the preparation of annual audit schedules.

### **Accounts payable**

The post holder will:

- Register and process purchase invoices in an accurate and timely manner, to ensure payments can be made;
- Respond accurately and efficiently to queries from suppliers and colleagues regarding payments;
- Manage the Finance email inbox;
- Prepare supplier statement reconciliations, as necessary;
- Process staff expenses, ensuring compliance with policy;
- Process purchase invoices and Champing™ refunds for CCT's trading subsidiary.

### **Financial management and operations**

The post holder will:

- Produce ad-hoc reports as required by the finance team, budget holders, project managers and external bodies;
- Work with other members of the finance team, in the preparation of annual audit schedules;
- Bank reconciliations;
- Monthly/quarterly balance sheet reconciliations;
- Post monthly prepayment journals;
- Manage retentions register;
- Administer CCT's procurement cards and reconcile the control account;
- Be a "chart of accounts champion", ensuring correct nominal coding is used;
- Advise staff on coding queries;
- Process Intercompany Transactions;
- Undertake ad-hoc projects and other similar duties, as required within the Finance function;
- Ensure the Senior Finance Officer is kept informed of any salient issues.

### **Additional**

The post holder will:

- Support change projects both within and outside of the Finance team, to make the organisation more effective;
- Minute taking for Finance Team meetings;
- Proactively share best practice and learning across the wider organisation;
- Ensure procedure guides for all areas of responsibility are written, fit for purpose and kept up to date;
- Undertake ad-hoc projects and other similar duties as required within the Finance function.

**N.B.** This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## **Additional Information:**

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

### **Data Protection**

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### **Safeguarding**

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We expect our staff to share this commitment.**

### **Mandatory training (for all roles)**

If successful, you will be required to complete mandatory compliance training including, but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

## Person Specification

### Section One: Essential Criteria

	Essential Criteria	How this will be assessed
1	Experience of CRM databases, ideally ThankQ	A, I
2	Experience of accounting systems, ideally aCloud Financials	A, I
3	Experience of office administration and facilities skills	A, I

### Section Two: Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Working knowledge of public finance and/or charity accounting	A, I
2	Effective oral and written communication skills;	A, I, T
3	Excellent team working and interpersonal skills	A, I
4	Excellent Microsoft Office skills, especially Excel	A, I, T
5	Enthusiastic can-do attitude	A, I
6	Organised, methodical and have a good attention to detail	A, I
7	Empathy with the Trust's aims and objectives and its charitable ethos	A, I

### Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

### Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

### Employee benefits

- membership of the generous Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements

- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- subscription allowance to a professional body
- 20% staff discount on Champing™ at CCT sites

### **How to apply**

If you would like to apply for this role, please [visit our online recruitment portal](#). You'll be asked to submit **a CV and a short supporting statement (max 2 sides A4)**, outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **8am on Friday 3<sup>rd</sup> May 2024**

Interviews will be held on **Monday 13<sup>th</sup> May 2024** in **Northampton**. Please note that the interview dates and location have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@theccct.org.uk](mailto:recruitment@theccct.org.uk)