



**LIFECENTRAL  
CHURCH**

# **APPLICATION PACK**

## **FINANCE MANAGER**

**Lifecentral Church, Halesowen**  
**B63 3AJ**  
(an Elim Pentecostal Church)

Thank you for your interest in the position of Finance Manager with Lifecentral Church. The hours are 22.5 hours - please see the job description below.

We invite applications for the role. See "How to apply" below.

This Application Pack will take you through the details of the role and how to apply.

We look forward to receiving your application.

**The closing date is 5pm on Sunday 18 April 2021.**

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## **1. ADVERTISEMENT FOR THE ROLE**

### **Finance Manager (22.5 hours)**

Applications are invited for the above position at Lifecentral Church.

The **Finance Manager** is a key role in the organisation, responsible for ensuring a high level of financial support for staff members, elders, key volunteers, congregation and clients. The role will take the day-to-day lead in cash, banking, budgets, invoicing, gift-aid, reporting, giving and financial analysis.

It is a Genuine Occupational Requirement that the holder of the post is a practicing Christian whose lifestyle is consistent with the values and doctrine of the Christian faith.

An Application Pack with full job details and how to apply can be found at [www.lifecentralchurch.org.uk/vacancies](http://www.lifecentralchurch.org.uk/vacancies)

***Please read the pack in full before applying.***

*General enquiries to:*

julie.mills@lifecentralchurch.org.uk    Tel: 0121 501 3542  
Lifecentral Church, Little Cornbow, Halesowen, West Midlands B63 3AJ

**Closing date for the role: 5pm, Sunday 18 April 2021.**

## **FINANCE MANAGER**

### **Terms:**

**£12 per hour**

**22.5 hours per week**

### **JOB PURPOSE**

To provide accurate and detailed financial functions for Lifecentral Church in an organised, timely and proactive manner.

To provide day to day recording and reporting of all financial matters (Lifecentral uses Quickbooks) and to provide accurate financial data in support of the leadership team in its strategic objectives.

To manage all financial processing, record transactions, maintain financial records and perform bank and other reconciliations.

To establish and maintain effective and simple financial procedures and to support staff in understanding financial processes.

**Reporting to:** Operations Manager

**Responsible for:** N/A

### **Main responsibilities:**

- Manage and carry out the data entry of information into Quickbooks, including cash, banking, income and expenditure items
- Provide reports from Quickbooks to assist planning and appropriate financial and budgetary control
- Accurately code and enter into Quickbooks all financial information in a timely manner
- Reconcile bank accounts and online payments weekly or as directed
- Manage and file incoming invoices from suppliers
- Raise invoices for services supplied and other functions of the church, including timely credit control
- Obtain invoice authorisations and approvals from relevant stakeholders
- Manage petty cash and expense claims
- Provide the main office point of contact for any issues with regards to online payments via ChurchSuite and other routes
- Handle and process staff expenses and credit card reconciliation
- File invoices, bank statements and other financial information accurately and with correct coding
- Prepare quarterly financial statements and management accounts (income & expenditure, actual and projected cashflow and projected year end outturn) for leadership teams
- Provide interim financial statements as required for specific purposes

- Liaise with HMRC where appropriate including compiling and submitting GiftAid returns by required deadlines
- Keep donor records up-to-date (whether Gift Aided or not), and administer at the correct time the annual issue of statements to donors who have given via GiftAid
- Liaise with external accountant for payroll and for end of year accounts
- Liaise with Elim HQ on all matters relating to required central reporting including annual audit
- Support the preparation of budgets with the Operations Manager, church leadership and staff team as necessary
- Assist with production and analysis of figures to feed into strategic planning

## **PERSON REQUIREMENTS**

- Supportive of the vision and values of Lifecentral Church
- The person will be expected to make personal contributions to staff devotions, which reflect their Christian beliefs
- Highly numerate
- Attention to detail
- Ability to work to deadlines
- Calm under pressure
- A willingness to learn new processes and systems
- Good and accurate communicator
- Ability to work to corporate deadlines and to set and keep to personal deadlines
- Strategic ability to identify problems and develop workable solutions
- Relevant bookkeeping or accounting qualification(s)
- Familiar with Quickbooks, MS Excel, MS Outlook and other MS Office functions
- Experience of keeping financial records to a high standard
- Able to prioritise work across multiple teams, projects, and departments within Lifecentral
- Knowledge of, and familiarity with, reporting to funders and dealing with external bodies (funders, other charities, suppliers etc.)
- Able to use other Lifecentral software systems as required (training will be available if needed)

## **GENERAL**

- Lifecentral is a multi site church, so whilst the primary working location will be at the Halesowen site, there will be the need to work across other sites to fit the needs of the church.
- All Lifecentral staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside the church.
- Treat all staff, volunteers, visitors and suppliers with dignity, observing proper boundaries.
- To continue personal professional development as required
- Attend staff and other meetings and participate in staff training and development events as required, including induction processes.
- To actively engage in the performance review process
- All staff may be used to perform appropriate duties as and when required by the church, so that its programme at all sites is successfully delivered.
- To adhere to church and Elim policies and procedures with particular reference to Child Protection, Equal Opportunities, and Health and Safety

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a leadership team member to undertake work of a similar level that is not specified in this job description.

### **DESIRABLE**

Quickbooks Online software experience  
Full UK driving licence  
Access to a vehicle insured for business use

Lifecentral Church: March 2021

Little Cornbow, Halesowen B63 3AJ

Lifecentral Church, an Elim Pentecostal Church Elim Foursquare Gospel Alliance Registered  
Charity No 251549



### **3. How to apply**

- Applications must be made online at: [www.lifecentralchurch.org.uk/vacancies](http://www.lifecentralchurch.org.uk/vacancies). Other means of application will not be accepted.
- Complete the application form on the web site and upload your CV where shown at the foot of the online application form. In addition to other information about your career, your CV must include details of education and your employment history, with dates. If there are gaps in your employment history, please include details.
- Prepare a separate covering letter (maximum one side of A4) with answers to the following questions:
  1. Why do you believe you have the necessary skills and experience to fulfil the role outlined in this pack?
  2. Do you have any experience with budget preparation? If so please explain.
  3. What do you like most and least about working in finance?

Upload the file where shown at the foot of the application form on the web site.

**The closing date is 5pm on Sunday 18 April 2021.**

*Lifecentral Church  
March 2021*

Lifecentral Church is a member of ELIM Foursquare Gospel Alliance. Registered charity 251549 (England & Wales)