

ST LAURENCE CHURCH & CENTRE, CATFORD

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www.stlaurencecatford.org.uk

FINANCE OFFICER (1day/week)

St Laurence Church and Centre is a thriving community hub that has been at the heart of Catford life since 1968. We are looking to recruit a finance officer to join our growing team, to take care of our day-to-day finances.

Housed in a remarkable 1968 listed building, the Church and Centre provide space for local people to meet for socials, parties, gatherings, meetings, classes and training sessions, and for any number of events attended by a very wide cross-section of Catford people. We cater for the very old and the very young; we host Arabic classes, the largest choral society in south-east London, a Badminton Club, ESOL classes for parents at a local primary school, the local Townswomen's Guild, adult martial arts, blood donation sessions and currently a good deal of filming; we co-operate with the Council to host meetings of the local assembly and some council meetings. Our estimated footfall is around 40,000 p.a.

Prices are kept low to make this valuable resource available for local groups and local people (with substantial discounts available for non-profit organisations) as well as religious ceremonies of all faiths. We are entirely self-sufficient, and receive no public funding except for particular projects. Nonetheless, the building has been well maintained over the years thanks to successful grant applications and sustained fund-raising.

We are also looking to recruit an accountant to assist with the budget and production of formal accounts, and, once agreed, the finance officer will work in close partnership with the accountant.

JOB DESCRIPTION and PERSON SPECIFICATION

Job title: Finance Officer

Hours: 7.5 hours per week

Salary: £12.50/hr (£4,875 p.a.), £24,375 fte.

Terms and conditions: initially, 5 days annual leave

Location: St Laurence Church & Centre, Catford, London SE6 2TS

Reports to: Vicar, Parish accountant (when appointed)

Key relationships: Vicar, Parish Manager, Parish accountant, Churchwardens

PURPOSE OF THE ROLE

To be responsible for all aspects of the day to day finances of the Church and Community Centre

KEY RESPONSIBILITIES

- To be responsible for all aspects of the purchase and sales ledger for both the community centre and the church (c. 150 transactions/month including Sunday collections),
- To process sales and purchase invoices; undertake supplier statement reconciliations; set up payment proposals; chase debtors.
- To be responsible for salaries and pensions (5 employees), and monthly bank reconciliations.
- To work with budget holders to provide analysis of income and expenditure, and quarterly management accounts and reports.
- To support the year end processes and annual audit.

PERSON SPECIFICATION

Skills and competencies

good experience of all aspects of finance of a small organisation	Essential
strong attention to detail	Essential
strong prioritization skills and ability to manage workload	Essential
knowledge and experience of using Quickbooks online	Desirable

Personal Attributes

ability to respect matters of confidentiality and sensitivity	Essential
be motivated to deliver high quality output	Essential
have the ability to manage the unexpected	Essential

RECRUITMENT PROCESS

- 1) Application forms should be submitted by noon on July 18th
- 2) Successful applicants will be informed of the interviews the following day
- 3) Interviews will be held by remote on July 19th

SUBMITTING AN APPLICATION

Please email your CV and a covering letter to st.laurence@btconnect.com

Start date & probationary period

The anticipated start-date is late July, to enable a smooth handover from the existing post-holder. Six-month probationary period.