



Council of Lutheran Churches

## Job description – Finance Manager

**Job Title:** Finance Manager

**Reporting to:** The General Secretary of the CLC.

**Hours of Work:** Three days (22.5 hours) a week, to be spread over Monday – Friday. Please note that this will include occasional weekend and/or evening working.

**Location:** Office based in central London and is 10 minutes from Waterloo station. There will also be a requirement to work at St Georges German Lutheran Church, which is close to Aldgate East tube station.

**Salary:** £ 33,000 - £36,000 (FTE: £55,000 - £60,000) depending upon experience.

The **Council of Lutheran Churches** (CLC) represents and coordinates the common work of 9 Lutheran Churches that have congregations or chaplaincies in Britain. Each church is closely linked to the church in its country of origin, or one of its synods or diocese. Through the Council they collaborate in several key areas.

The core activities of CLC include managing St Georges Church, grant giving, participating in ecumenical initiatives, and providing student chaplaincy in London and Leeds.

### **The Job**

The position is responsible for financial management, HR administration and support for business services, to ensure its operations run efficiently and effectively and is compliant with all regulatory requirements.

The job holder is a member of the Finance Committee, Grants Committee and Investment Committee and will prepare and present reports to these committees.



**The key functions of the role are:**

**Financial Management**

- Provide strategic financial leadership, including long-range financial planning, budgeting and forecasting.
- Prepare and present timely and accurate financial reports to managers, Finance Committee and Board of Trustees.
- Monitor cash-flow, reserves and investments to ensure financial stability and liquidity.
- Undertake the day-to-day bookkeeping activities, including sales invoices, bank reconciliations, supplier payments.
- Lead the annual audit and liaise with external auditors.
- Be responsible for preparing and submitting tax and other regulatory returns, including quarterly VAT submissions, filing accounts with Charity Commission and Companies House.
- Manage organisational risk, insurance coverage and compliance (e.g. legal, regulatory and contractual obligations)

**Supporting CLC Committees**

- Finance Committee – presenting the annual budget and quarterly management accounts and other financial papers as required.
- Grants Committee – manage the grants process, recommending grants for approval and reporting on grant budget.
- Investment Committee – prepare meeting papers, liaise with Investment managers and taking minutes.

**HR administration**

- Oversee HR operations, including payroll and pension administration.
- Ensure compliance with employment laws and maintain up-to-date HR policies.
- Ensure personnel record management processes are effective and compliant.
- Liaise with external HR advisor for advice and support on HR matters.



### **Operations management**

- Review and advise on contracts and other legal documents to ensure value and efficiency.
- Work with external IT consultant to maintain and develop the IT infrastructure and systems.
- Manage and review company insurance policies.

### **The Person**

#### **Technical skills and experience**

The key technical skills and experience required for this role are:

	<b>Essential/ Desirable</b>
Qualified accountant (ACCA, ACA, CIMA, CPFA), at least 3-years post qualification experience.	E
Charity sector accountancy experience, including regulation and governance requirements.	D
Strong understanding of financial management, budgeting, forecasting and financial controls.	E
Experience of Xero accounting software, or other accounting system.	E
Experience of HR policies and management.	D
Experience in managing and reviewing contracts.	D
Experience of reviewing and administering grants.	D
Experience in writing clear, concise and engaging reports, tailored to the audience.	E



**Personal skills and attributes**

The ideal candidate for this post will be able to demonstrate:

	<b>Essential/ Desirable</b>
An ability to work as part of a team – we are a small organisation and therefore a supportive and ‘hands on’ approach is essential	E
Advanced organisational skills and ability to work on their own initiative	E
A meticulous attention to detail	E
Flexibility - the nature of what we do means that some weekend and/or evening working will be required occasionally but in return we offer flexibility in start/finish times	E
CLC is a Christian organisation so while we would prefer you to be a Christian, it isn’t essential as long as you are willing to work in accordance with our ethos and values.	E