



## Finance Assistant

Established in 1843, the Free Church of Scotland is a registered charity with the vision for “A Healthy Gospel Church for Every Community in Scotland”. There are currently over 100 congregations and around 12,000 people in our churches on any given Sunday.

In addition to congregational activities, the Free Church of Scotland trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary. The Free Church runs a programme of residential youth camps for over 300 young people each summer, and pursues global mission by supporting partners around the world.

We are looking for a capable Finance Assistant to join our team of committed staff in the Church Offices to help with the efficient finance administration for the denomination.

The Finance Assistant will be part of a small Finance Team, and will have regular contact with other staff, ministers, treasurers and suppliers. The post holder will be highly organised and self-motivated and have a desire to manage Church finances well.

### Overview

Hours: 35 hours per week (Mon – Fri).

Start Date: December 2021 / January 2022

Location: Free Church of Scotland Offices, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS.

Salary: Approximately £22,000, dependent on skills and experience.

Pension: The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension.

Holidays: 24 days plus 10 public holidays per annum.

**Application forms may be obtained from the Free Church website or Sharon Fraser, PA to the CEO, by email to [sharon@freechurch.org](mailto:sharon@freechurch.org). The closing date for applications is Monday 1<sup>st</sup> November at 4pm. Interviews are expected to be held in Edinburgh on Tuesday 9<sup>th</sup> November.**

**Role Purpose:**

To work as part of the finance team to manage the finances of the denomination.

**Role Description:**

<b>Finance Assistant</b> Key Responsibilities	<ul style="list-style-type: none"> <li>• Recording of income received and banking cheques daily</li> <li>• Processing and paying supplier invoices, grants and expense claims</li> <li>• Processing international payments</li> <li>• Reconciliation of bank accounts</li> <li>• Maintenance of sales, purchase and nominal ledgers</li> <li>• Assist with month end tasks and journal entries</li> <li>• Preparation of reports on income and expenditure</li> <li>• Liaison with congregational treasurers, suppliers, church staff and members</li> <li>• Assist Finance Manager with any requirements</li> <li>• Other ad hoc assistance with general office duties</li> </ul>
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Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Finance Assistant will report to the Finance Manager (who reports to the CEO).

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
Sympathetic to the values, aims and ethos of the Free Church, and willing to attend weekly staff devotions and coffee time.	A Christian with an active commitment in a local church.
Strong numerical and analytical skills.	Experience of working with Christian or other third sector organisations.
Finance qualification or prior experience of working in a finance role.	Experience with Pegasus or Sage Accounting Software.
High degree of efficiency with excellent organisational skills and ability to prioritise workload.	
Strong communication skills and confidence, demonstrating ability to relate well to suppliers and churches, as well as other staff.	
Experience in the use of a finance IT package and competent in intermediate level Word and Excel.	
Ability to work under pressure, manage change, and deliver to tight deadlines.	
Self-motivated and flexible in approach, with enthusiasm, dedication and a 'can do' approach to helping others.	
Ability to take initiative, accept challenges and responsibility.	