



About the Round Chapel Old School Rooms, CPURC

We are an active and vibrant church and community anchor in Hackney East London. As well as being a home to the congregation, we open up our building seven days a week to serve the local community, offering a safe space for children and families to play and be supported, to receive help and practical advice, a place of worship, a space for people to work, to be creative and to engage with local people tackling some of the issues they face.

We have a number of income streams that support our work, hiring out our space, community donations and grant funding, our annual turnover is just under £500K.

We work to create an open, welcoming, inclusive and distinctive space, committed to community building and social change and the involvement of people from all backgrounds, faith traditions and none. We believe that having a staff team that better reflects the community that we work in will make us stronger. We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief.

Finance Officer

Round Chapel Old School Rooms CPURC
Hackney, London
£31,200 per year FTE
Part-time (8 hrs over 2 days)
Permanent

About the role

You will be part of a small, friendly, dedicated team. The job is for 8hrs a week ideally to be worked over 2 days Mondays, Tuesdays or Wednesdays and based in our building at 2 Powerscroft Road, Hackney E5 0PU.

Job Description:

The Finance Officer will have a wide variety of financial management and control tasks from day to day bookkeeping to payroll to year end accounts. They will be line managed by the Centre Manager and will work closely with the premises and projects teams.

Role Overview

The Finance Officer is responsible for the smooth running of all day-to-day aspects of the financial management of Round Chapel Old School Rooms, Clapton Park URC (CPURC).

- Provide a high quality and effective financial management and bookkeeping service to the charity
- Prepare, develop and analyse management accounting information and reports, including a standard suite of monthly reports and ad-hoc reports as required by the Charity
- Ensure compliance with all relevant financial statutory and regulatory matters relevant to the Charity



- Liaison with the external Auditor in preparing and getting approval and sign off for the annual statutory accounts

Key Responsibilities

The postholder will support the charity on all matters relating to the finances of the organisation and provide management information for the Centre Manager and Board of trustees. They will also be expected to support development of business planning, year-end accounts, monitoring of budgets and performance, and fully adherence to all financial policies and procedures.

Duties include:

Financial Management

Accountancy and Bookkeeping Systems

Maintenance of all accounting records on an ongoing basis to include:

- Manage all income and expenditure processing.
- Maintain and improve bookkeeping and accountancy systems (both computerised and manual) including:
 - Bank reconciliations.
 - Cash flow management.
 - Income and grant analysis (restricted and designated funds).
 - Bank receipts and payments.
 - Purchase approval and recording processes.

Accounts payable

- Process purchase invoices in an accurate and timely manner.
- Respond accurately and efficiently to queries from suppliers and colleagues regarding payments
- Manage the Finance email inbox ensuring emails are dealt with in a timely manner
- Ensure petty cash via Soldo Card is available and monitored
- Access and administer online banking
- Ensure accurate payment of Payroll, HMRC and Nest pension contributions

Accounts Receivable

- Control and Monitoring of restricted funds including overseeing detailed recording of spend allocation of funds and remaining balance.
- Accurately accounting for all income receipts monthly including donations from individuals and organisations and grants and claiming any appropriate Gift Aid.

Payroll

- Work closely with the payroll agency to resolve questions about the monthly payroll.
- Ensure that salaries are paid accurately and promptly.

Budgets

- Monitor the budget against actual and highlight and investigate any major variations in budget.
- Support the Centre Manager with financial projections



Reports

- Produce regular management information so that key officers and trustees know how well the charity is performing against its budget. Including regular monthly management account reports financial (including financial highlights/budget against actual/restricted and unrestricted funds/fund movement summary/fund balances/balance sheet) for the Centre Manager and Board of Trustees.

Annual Financial Audit

- Liaising with the external accountants for Annual Financial Accounts and Annual Review preparation before presenting to the Board annually for approval alongside the Centre Manager.

Fundraising

- Assist with preparation of financial information for applications and monitoring reports for funding ensuring that all grants, sponsorship and donations are paid on time and the financial conditions met.

Communication and Coordination

- Work closely with premises, project and nursery staff to ensure consistency between bookings, expenses and financial records and to ensure that payments due are received promptly and recorded accurately.
- Liaise with and maintain a good working relationship with external hirees, nursery parents, supporters, funders, accountants, auditors.
- Attend staff and Trustee meetings as required to provide information and analysis.
- Understand confidentiality in accordance with GDPR.

Professional/Technical

- Update and maintain the Financial Procedures policy document and make recommendations on best practice, good governance, policies and procedures.
- Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation.

Person Specification

Qualified or part qualified Bookkeeper or with considerable experience in a similar role.

We are looking for candidates with a passion for supporting the local community. This role requires great attention to detail excellent organisational and personal skills. The role is based in our busy community building, you need to be happy to work as part of the team, helping out with other tasks not specified in the list of duties to support the running of the community centre. These tasks might include things like answering the phone, receiving deliveries, etc

Essential

- Experienced Finance Officer
- Experience in the charity or not for profit sector
- Expertise in all Microsoft Office applications, especially Excel
- Experience with Xero
- Strong numeracy skills with high level of attention to detail
- Clear communicator with a positive supportive approach.
- Good interpersonal and liaison skills with a wide range of stakeholders.
- Fluent in oral and written English.



- Ability to work under pressure, manage competing priorities and delivering to tight deadlines.
- A commitment to high professional and personal standards and continuous improvement.
- Willing to learn and be adaptable to the changing needs of a small and dynamic charity
- Must be sympathetic to the values of the Christian faith, in its diverse understanding and expression at the church and across the projects.

Desirable

- Experience of working in a small community organisation.
- Knowledge of Charities SORP would be an advantage

Safeguarding Statement

CPURC is committed to safeguarding and promoting the welfare of its service users and vulnerable adults and expects all staff and volunteers to share this commitment.

CPURC operates Safeguarding Policies for the purpose of protecting Children and Vulnerable Adults. All staff members are required to undergo Disclosure and Barring Service DBS checks.

Terms and conditions

1. Unsocial hours: The post holder must be prepared to work some unsociable hours, e.g., to attend some evening meetings and events.
2. Salary: £31200 FTE per annum, pro rata (£6,240) Plus Pension. Annual leave: Pro rata of 21 days p.a. plus public holidays.
3. Reports to: Centre Manager. This appointment is subject to satisfactory completion of a 6 month probationary period. Satisfactory completion of a Disclosure and Barring Service check is required for this post.

Application Deadline: Monday 15th July 2024
Interview Date: Wednesday 17th July 2024
Start Date: w/c Monday 9th September 2024

HOW TO APPLY

To apply for this role please email a covering letter and CV with the details of two referees to manager@theroundchapel.org.uk

We will let all successful applicants know if they are invited to interview no later than 12midday on Tuesday 16th July.