



Proclamation Trust

Candidate Information Pack
Finance Manager

'Lifelong Bible training partnership'

www.proctrust.org.uk

Our Vision:

The fundamental conviction underlying the work of the Proclamation Trust is that when the Bible is taught God Himself speaks, and His voice is heard clearly. Expository Bible teaching is vital to the life and growth of the church, so is at the front and centre of all we do.

We aim is to train Bible teachers, whether full-time, part-time or those doing it all in their spare time, so that they can teach it faithfully to others. We encourage one another to be faithful to the text and believe in a radical Bible-centricity.

We also offer a lifelong learning partnership and seek to provide a fellowship of like-minded evangelicals across the denominations for encouragement in an exacting work.



You can find out more about our vision and work on our website: www.proctrust.org.uk

The role:

In this key role, the Finance Officer will lead on all financial matters related to the Trust. You will bring accounting expertise to maintain high standards of record keeping and to provide good quality information for operational and strategic decision making.

You would:

- control, direct and manage all the Proclamation Trust financial resources in order to enable us to meet our vision,
- ensure financial governance
- control and provide day-to-day financial input,
- Advice, support and financial insights/recommendations to the executive team to enable them to meet strategic objectives and fulfill statutory obligations.
- work with the Admin Team and report to the Chief of Staff.

In this role, you will be contributing in a real and meaningful way to our vision of training and equipping Bible teachers in the UK and beyond.

Core responsibilities



Financial:

- To ensure that systems are in place for managing The Proclamation Trust's finances and book-keeping, including receipting of income, administering Gift Aid and managing donor records.
- To administer expense claims, supplier invoices, payroll & pensions system.
- To provide regular management accounts for the Chief of Staff and the Trustees, reporting to them as required.
- To prepare annual budgets for the Trustees in line with agreed financial policies and ministry expenditure commitments.
- To prepare the accounts for the annual independent examination and Trustees' Annual Report, and fulfil any other financial statutory reporting obligations required by Companies House, the Charity Commission or HMRC.
- Regular monitoring of actuals against budgeted income/expenditure and providing necessary recommendations to the management team for correction and/or improvement.
- To produce financial reports, insights, evaluation and recommendations as required.
- Run an efficient month end process and produce monthly management accounts for review by the Chief of Staff and circulation to the Trustees.
- Assisting with the Trust bank account, ensuring that all transactions are loaded onto our finance system in a timely manner for the central reconciliation on a monthly basis.
- Monitor spending against budget, taking appropriate action when necessary.
- Oversight of charge card procedures.
- To monitor the financial health of the Proclamation Trust and propose any necessary actions to maintain financial health of the organisation.
- To supervise financial roles completed by the administrative staff, delegating and allocating work as required.
- Negotiating our annual insurance policy.
- Ensuring best value on supplier contracts.
- Oversight of the Trust Inventory.

General:

- To participate in the daily staff prayer meeting and regular whole staff meetings.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- Comply with all Trust policies and procedures, including the Code of Conduct and those relating safeguarding, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the Proclamation Trust

Skills and Experience



We are looking for someone with a demonstrable track record of success in financial management, financial control, strategic planning, forecasting, cashflow, audit, risk management and compliance, development of budgets and drafting financial policies.

The successful candidate will:

- Be an ACA, ACCA or CIMA qualified management accountant.
- Have excellent written and verbal English skills.
- Have strong technical and practical knowledge as well as strong accounting base
- Possess the ability to develop innovative ideas and strategies.
- Be able to analyse information and demonstrate proactive approaches to problem-solving and decision-making.
- Possess strong organisational, people, and time-management skills.
- Pay excellent attention to detail.
- Have developed IT skills in relevant financial applications and typical office programs.
- Have excellent interpersonal skills and ability to form and maintain effective working relationships with colleagues.
- Have the ability to plan and prioritise competing tasks to meet deadlines.
- Have the ability to present information clearly to different levels of management, non-finance stakeholders and board directors with appropriate detail.
- Have high levels of professional integrity and enthusiasm.
- Have a Christlike heart for Bible teaching and training.

Not sure that you tick all the boxes?

While this job description is an outline of the ideal candidate, we would not necessarily expect one person to have all the skills and experience required. If you fulfil many of the criteria, with a willingness to learn through working alongside others, we would like to hear from you.

Application Process



Other information:

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed evangelical Christian who fully supports the objectives of the Proclamation Trust.

The Proclamation Trust is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

The Proclamation Trust is a charity registered in England and therefore applicants must have the right to work in the UK.

Terms and conditions:

- This is a part time role for 14 hours per week. There is flexibility in how these hours are worked across the week.
- The salary will be in the region of £40,000 pro rata. This will be reviewed on an annual basis.
- Employer pension contributions of 5% of salary with the option for employee contributions.
- Death in service benefit of four times salary.
- 25 days holiday per annum pro-rata plus bank holidays & Christmas shutdown.
- The role is based at our offices in Elephant & Castle in London.

To apply:

Please send us a completed staff application form ensuring that you explain how your skills and experience are relevant, and why you are the ideal candidate for this post.

Email: enquiries@proctrust.org.uk

Closing date for applications: noon on Monday 27th November

If you have any questions or would like to visit us, please contact Kate Peters via the email address above or telephone 020 7407 0569