

## Job Details –Assistant Accountant

<b>Job Title:</b>	Assistant Accountant
<b>Team:</b>	Operations
<b>Location:</b>	St John the Baptist Church, Crawley, West Sussex
<b>Responsible to:</b>	Finance Manager

### **Main purpose of the job**

The Assistant Accountant will be responsible for the day-to-day accounting and financial stewardship of Church Crawley, working in collaboration with our staff team and under the supervision of the Finance Manager.

You will assist with the financial setup of new church plants, ensuring a consistent approach across all of the Church Crawley partnership of churches, identifying best-practice and ensuring robust checks and balances are in place as the finance function increases in operational complexity.

Consistency, attention to detail, and best practice are key as this role will also help to establish a centralised resource service, offering a limited range of financial services to other selected churches in the town.

This is a hands-on role; the successful applicant will enjoy understanding and implementing the detail of charity and church accounting requirements.

### **Working Environment**

We are a faith community and all our teams, including the staff team, pray together whenever we meet, sharing prayer and worship times throughout our working week. We exist to promote the whole mission of the church, pastorally, evangelistically, and socially, and this extends into our staff team where we seek to ensure that everyone who joins us will thrive in our environment, able to contribute to our community of shared faith.

Our roles, therefore, have a genuine occupational requirement to be a Christian to ensure protection of our strong Christian ethos and values.

- All staff are expected to live out St John's values.
- All St. John's staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take, given their role and responsibilities.

### **Key duties and responsibilities**

- Carrying out day-to-day financial accounting with the assistance of an accounts clerk, budgeting

& forecasting, administering of both congregational giving and fundraising for three churches (with a further two in the future).

- Assisting with the budgeting process, working with Ministry Leads, the Senior Leadership Team and Standing Committee to ensure informed decision-making.
- Forecast and monitor cash flow, identifying risks to reserves.
- Processing of accruals and pre-payments, balance sheet reconciliation and variance analysis having an active role in assisting ministries to work within their budgets.
- Promoting within the staff and volunteer finance team the vision and mission of St John's
- Management of payroll preparation and pensions.
- Assist with the completion of all periodic financial and legal returns to the Diocese of Chichester, Charities Commission, Church of England and HMRC.
- Liaising with auditors or independent examiners to ensure the timely submission of accounts to the right bodies.
- Provide timely management accounts and information for the Senior Leadership Team, Trustee Board and Treasurer.
- Help manage an effective purchasing policy and purchasing processes.
- Gift Aid submissions to HMRC, communications to donors and encouraging stewardship and a culture of generosity in the church.
- Establishing greater budgetary ownership with budget owners
- Assisting budget holders to apply for funding through different means on behalf of the PCC.
- Attending and advising on Giving Days and other church events as appropriate.

**Person specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• AAT (or equivalent) or significant appropriate experience.</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Financial reporting to deadlines</li> <li>• Comprehensive understanding of the financial transaction processes up to Trial Balance</li> <li>• Payroll management</li> <li>• Variance reporting</li> <li>• Experience with a variety of accounting software packages.</li> <li>• Consistent career in finance with a demonstrative development of skills</li> </ul>	<ul style="list-style-type: none"> <li>• Budget process management</li> <li>• Fundraising experience</li> <li>• Experience of charity accounting and the Charities SORP.</li> <li>• Familiarity with contracts and legal proceedings</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• A team player with a flexible attitude &amp; collaborative approach.</li> <li>• Able to prioritise and meet deadlines.</li> <li>• Personable and compassionate with an ability to motivate people.</li> <li>• Ability to use Microsoft office packages to a high</li> </ul>	

<p><b>Personal Qualities</b></p>	<p>standard (particularly MS Excel)</p> <ul style="list-style-type: none"> <li>• A practising Christian with a heart for God, and a desire to grow in faith, in agreement with the vision of the church.</li> <li>• Have a generous heart to serve people in Crawley and St John's Church.</li> <li>• Integrity with a high degree of discretion</li> <li>• Flexible attitude &amp; uses initiative.</li> <li>• Enthusiasm, energy, commitment, and a sense of humour</li> </ul>	
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We encourage applications from those of Black, Asian and minority ethnic backgrounds.

## Further information for applicants

**Job Title:** Assistant Accountant

**Salary:** £32,000 per annum - full time

**Office hours:** Mon to Fri - 35 hours per week, with some flexibility around working hours and days.

- Some hybrid/remote working could be considered after the onboarding period.
- The postholder will occasionally be required to work evenings and weekends, as the needs of the church require, such as Annual Parochial Church Meetings and Trustee meetings (for which time off in lieu will be offered)
- Attendance required at daily morning prayers. Also regular staff meetings.

**Job Location:** This role is based in Crawley, West Sussex.

**Annual leave:** Full year: 25 days' holiday per annum

**DBS / police check:** This role requires an enhanced DBS check.

**Pension scheme:** All staff who meet the criteria are automatically enrolled in the Church Crawley pension scheme.

- Church Crawley will contribute 4% of your salary to your pension.

**New staff service:** 6 months probationary period with a 3-month review

## Background on Church Crawley

Who we are: The adventure first began in the 13th Century with Church at St John's, a daughter church to a church in Slaugham. For us it began in the summer of 2017 when we were sent out from St Peter's Brighton with a small team. In the September we started a new service at St John's, alongside the existing traditional services. From that first Sunday we have been blown away by the amazing people of God who have joined us on the journey.

We are part of the HTB Network, which has a big vision, to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. For us here in Crawley, that means we love Jesus, love church, love people and love Crawley. Alpha, Sundays, Social Action and Discipleship are core to this vision, but what is really important to us are the steps we take on the journey.

Over the last 5 years, the congregation has grown beyond the walls of St John's and now has 3 sites, partnering with existing congregations at St Peter's and St Richard's.

Church at St Peter's is in West Green, opposite The Swan pub and just down the road from Crawley Hospital. It's not just the geographic centre of West Green, it's the centre of the community. For years St Peter's have run book sales, a community cinema and hosted the local girl guides, as well as a traditional Eucharist service at 10am on Sundays. We're really excited to be journeying together, with a vision centring on the established links with the local community, working together to find an expression of social action in West Green.

Church at St Richard's is in Three Bridges, located opposite Three Bridges Primary School and across the road from the parade of shops. It has the potential to be the beating heart of the community. For many years St Richard's have run groups for pre-school children and their parents and carers, as well as a traditional Eucharist service at 9.30am on Sundays. With a vision focussed on launching a new children and families centre, working with the local schools, and connecting meaningfully with the community throughout the week, we can't wait to be part of what God's going to do in Three Bridges.

Church at St John's is in the centre of town. Our vision for St John's is to see the building open 24/7 as a House of Prayer, for any of the many passers-by to drop in at any time, pray and light a candle. We are excited to see the traditional services continue to grow at St John's with the beginning of a choir and a group of young adults regularly serving as acolytes and preaching at our 9am Eucharist.

- **The Vision:** For us here in Crawley, our vision is to Love Jesus, Love Church, Love People and Love Crawley.
- **The Mission:** Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture. Each member of staff plays a key role in contributing to our vision.
- **Our Values:** Church Crawley is a vibrant family of churches in Crawley seeking to play its part in the evangelisation of the nations, the revitalisation of the church and the transformation of society, by loving Jesus, loving church, loving people and loving Crawley.

At our core we are filled with the Holy Spirit. We are humble, not thinking too highly or too lowly of ourselves, knowing our identity is secure in Jesus. We are hungry: hungry to grow in relationship with Jesus, to serve, hungry for Crawley. We are home, a welcoming place where everyone is seen, heard and loved a place of both comfort and challenge.

From humble comes aspiring for excellence, bringing our best as we honour God with our skills and abili-



ties. From hungry comes generous, pouring out all we have, giving our time, energy and resources. And from home we want to be risk takers for the kingdom of God, not taking ourselves too seriously but taking God really seriously. We know we're not risking our reputation but God's, and he is so big he can take it.

**Who are we:** At Church Crawley we are a faith community. All our teams, including the staff team, pray together whenever we meet, sharing prayer and worship times throughout our working week. We exist to promote the whole mission of the church, pastorally, evangelistically, and socially, and this extends into our staff team where we seek to ensure that everyone who joins us will thrive in our environment, able to contribute to our community of shared faith.

Our roles, therefore, have a genuine occupational requirement to ensure protection of our strong Christian ethos and values.

- All staff are expected to live out Church Crawley values as they represent Church Crawley externally.
- All Church Crawley staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
- We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional, and we endeavour to thread this through every part of the organisation and every interaction.
- It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged, alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

Collectively the three Crawley churches in our family have a Sunday attendance of over 400 adults and young people. Over the next 5 years, we are seeking to 'scale up' this family of churches, planting two churches in new housing estates and opening a new venue for our worshipping community in Crawley town centre.