

# REVELATION CHURCH

## Finance Assistant (Maternity Cover) Revelation Church London (RCL)

Time: 4 days per month (part time), maternity cover expected until Jan 2023

Salary: Subject to experience, £400-450 per month

Location: Revelation Church Office, The Busworks – United House, London, N7 9DP

### Role Summary

We are looking for a Finance Assistant who will work alongside the Strategy and Operations Manager (SOM) and Revelation Church Administrator to support the financial administration and financial record keeping for the church. The key responsibilities are outlined below, and the successful candidate will be placed at the heart of a dynamic young church, helping to support a big vision. The role is a temporary position for maternity cover – expected to complete in Jan 2023. Training on Rev's financial systems and Xero will be provided when starting in the role.

### Key Responsibilities

- **Bookkeeping** – RCL uses Xero for its accounting and financial records, which syncs to the charity bank account feeds. The role holder will be responsible for reconciling payments in Xero and ensuring all records and feeds are up to date each month and match the bank statement records and correct budget codes. Liaising with RCL staff to clarify any payments and tracking income from various platforms and sources.
- **Gift Aid Claims** - processing monthly gift aid claims, including HMRC Gift Aid Small donations scheme. Obtaining Gift Aid forms (electronically) for regular givers that have not completed one to date / have expired. Keeping the associated gift aid ChurchSuite records up to date.
- **Reporting** - Issuing reports to the Rev Central, Foodbank and RM Training teams at the start of each month to review. Reports are generated from Xero to show monthly income, expenditure and comparison against the budget.
- **Payment Transfers** – processing transfers between savings accounts and restricted funds at the end of each month. Sending payment requests to the RCL administrator to process and uploading bills to be paid where required.
- **End of Year Accounts** – RCLs financial records are sent to an independent examiner for review and account completion at the end of each financial year. The role holder will maintain the digital record of supporting finance information and documentation throughout the year to be submitted to the accountants (i.e. gift aid claim receipts, log of international income).
- **Budget Support** - setting up budget codes and associated information in Xero at the start of each financial year, once the budget has been agreed.
- **Other finance support** – supporting RCL teams with invoicing and invoicing template creation in Xero; providing support to RCL staff on how to report and record payments and expenses in Xero; supporting one-off giving events processes (i.e. for special offerings); reporting key financial metrics each month to the SOM.

### Key Skills

- Excellence in numeracy and organisational skills with proven experience

- Attention to detail and methodical approach to work
- Experience of Xero would be helpful, but full training would be provided on Rev's finance tools and finance systems
- A self-starter able to work on own initiative, to identify problems and find solutions quickly
- IT literate, with good working knowledge of Microsoft Excel
- Excellent communication skills

### **Hours of work**

4 days per month. Flexible hours available.

Temporary contract – expected until Jan 2023.

### **Salary: £400-450 per month (subject to experience)**

- Reports to Andy Crawley (Strategy and Operations Manager)
- Temporary contract with a 3-month probation period
- The role holder will work closely with the Revelation Church Administrator (to be appointed)

### **Holidays**

10 days paid holiday

### **Office Location**

Revelation Church London Office – The Busworks, United House, North Road, London, N7 9DP

### **Occupational Requirement**

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. The role holder is expected to be devoted to Christ and His Church, with an understanding and experience of who and what the Church is (as found in scripture).

### **Start date: December 2021**

### **To apply for the post**

Closing date: Applications close on 24<sup>th</sup> October at 5pm. Interviews for the role are due to take place shortly after that date.

Please send an up-to-date CV and cover letter (giving addresses of two referees – one personal and one professional) via email to [andy@revelationchurch.org.uk](mailto:andy@revelationchurch.org.uk) and [malcolm@revelationchurch.org.uk](mailto:malcolm@revelationchurch.org.uk).

For any further information about the roles or the application process, please do not hesitate to contact Andy Crawley or Malcolm Kyte on the above email addresses.