



Job Description

Job Title: Finance and Operations Assistant

Employer: Holy Trinity PCC

Work base: Predominantly office-based (London SW4)

Hours: Full-Time

Salary: £28k to £30k FTE (based on experience)

Reports to: Director of Operations and Development

Background

Holy Trinity Clapham is a vibrant Anglican church on Clapham Common that has an inspiring past and an exciting future. We are designated a Resourcing church in the Diocese of Southwark.

Our vision at Holy Trinity Clapham is to see every life bearing fruit for Jesus. We want to see this happen through trusting Jesus, transforming lives and growing the church. We have four Sunday services with an average Sunday attendance of 700 adults and children.

Purpose of this Role

This post is vital to the successful running of all our ministries at HTC. The postholder will be a valuable support to the Finance & Operations team. They will ensure the completeness and accuracy of our financial records and support the HTC Finance and Operations team with the many projects involved in the running of a busy resourcing church.

Responsibilities

- Ensure HTC accounts are up to date and accurate (Quickbooks)
- Ensure HTC income accounts are reconciled to the HTC database (Churchsuite)
- Process weekly invoices and expenses
- Monitor Staff expense cards and user accounts
- Reconcile HTC credit card monthly statement
- Work with HTC staff to ensure records are complete and all transactions are evidenced
- Perform monthly bank reconciliations
- Liaise with HTC Givers and prepare annual statements
- Submit quarterly Gift aid returns
- Support Director of Operations and Development with regular and ad hoc operations projects

Essential Skills

- Accountancy software experience – Quickbooks (preferred) Xero/Sage etc
- Knowledge/experience of CRM platforms (Churchsuite preferred)
- Proficient in Microsoft programs (Outlook/Word/Excel/One drive)
- Excellent numeracy and literary skills
- Good communication skills

Desirable Skills

- Churchsuite/Quickbooks/Microsoft Office/accountancy training +/- or finance qualifications

Additional Requirements

It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian (and preferably a communicant member of the Church of England) in full sympathy with the aims and ethos of HTC's purpose and mission. Your personal spiritual growth and renewal is important, and we will endeavour to support this including facilitating your ability to attend conferences and other events that will deepen your discipleship.

To apply, please send your CV and a cover letter describing how your skills and experience meet the requirements to: admin@holytrinityclapham.org