



Job Description and Person Specification for the Role of Finance Officer, Norwich Historic Churches Trust

About Norwich Historic Churches Trust

Norwich Historic Churches Trust (NHCT) is a limited company and registered charity. It was created in 1973 to care for and find new uses for medieval churches in Norwich which are no longer used for religious worship. The main role of the Trust is to conserve and carry out repairs to these historically important buildings, which it does using rental income and grants. We currently look after 18 buildings all within the city centre which are now used for a variety of activities including theatres, antiques centres, arts venues and places of work.

The Trust's offices are based in the Grade I listed, former church of St Martin at Palace (St Martin at Palace Plain, Norwich, NR3 1RW) where we also offer volunteering opportunities, learning activities and events. The building serves as a visitor centre and base for the Centre for Parish Church Studies, the Heavenly Gardens project and the Friends of Norwich Historic Churches Trust.

This is an exciting time to join the Trust - A grant of £218,000 has just been confirmed by Historic England for a major repair project at St John de Sepulchre, offering a rare opportunity to save a piece of 'heritage at risk' for the long term future.

Job Description

NHCT is looking for an experienced Finance Officer to support the running of the Trust through book keeping and financial administration. You will be working as part of a small team alongside the Conservation Manager and Operations Manager. You will report to the Trust's Council of Management but report to the Operations Manager on a day-to-day basis, and regularly to the Trustee Treasurer. The Trust works with external accountants who carry out an end of year independent examination.

The main purpose of the role is to maintain accounts and cash flow to enable timely payments and relevant financial reporting for the Trust. This will include:

Bank and Cash accounts

- Performing monthly Bank reconciliations
- Processing daily transactions
- Regularly banking cash donations and other income including emptying collection tins
- Monitoring cash flow to ensure there is enough cash to cover costs
- Raising all payments in a timely manner
- Identifying restricted and unrestricted income (e.g. grants) and ensuring they are recorded correctly

Sales Ledger

- Managing monthly, quarterly and/or annual invoicing to tenants as per their lease
- Administering the annual recharge of insurance costs to tenants
- Invoicing to organisations for room hire and other events / services provided by the Trust. Supporting the administration of room hire
- Administering bookings of Centre of Parish Churches Studies courses / day schools, including taking payments via cheque/paypal and liaising with attendees and organisers
- Ensuring all payment are received in a timely manner and monitoring debtors
- Chasing debts and escalating when necessary to Operations Manager and Treasurer
- Dealing with enquiries relating to finance

Purchase Ledger

- Working with the Treasurer to set and maintain annual budgets
- Maintaining relevant paperwork for invoice processing, including purchase orders and payment request forms. Working with staff to ensure relevant paperwork is completed
- Processing invoices and payments to the correct chart of accounts
- Identifying restricted and unrestricted income (e.g. grants) and recording correctly
- Reconciling all statements

Nominal Ledger

- Processing journals monthly

Payroll & Pension

- Processing monthly payroll, HMRC PAYE and pension scheme payments
- Running payroll-related year end procedures

Reporting

- Supporting the Treasurer to give accurate and relevant financial and budget updates at monthly Trustee meetings; producing reports as needed
- Liaising regularly with Operations Manager, Conservation Manager and Treasurer on all financial related matters. Keeping up to date with the work of the Trust / projects
- Providing advice and input on financial-related decisions

Year end

- Running Year end Procedures including accruals and prepayments
- Liaising with NHCT's accountants and supporting them to carry out the end of year independent examination
- Supporting the Operations Manager in annual reporting to Companies House / Charity Commission

Details about the post

On appointment this post will be 15 hours pro rata a full time salary of £25,000 (**£9825 p.a.**). Holiday entitlement will be pro-rata 30 days per annum (**12 days**).

Person specification

The following will be assessed in accordance with qualifications, prior experience, and content of application; or in discussion at interview:

Essential:

2 years' experience of book keeping to year accounts
Experience of processing payments, issuing invoices and maintaining relevant paperwork
Experience of using computer accounting software

Excellent interpersonal and communications skills
Excellent organisational skills and attention to detail
Good written English
Ability to work well both as a team and independently to own initiative
Ability to explain financial information in a meaningful and accessible way
A High level of computer literacy

Desirable:

AAT/MAAT qualified
Experience using Sage accounting software
Relevant experience within a charitable organisation
An interest in the work and aims of the Trust would also be advantageous.

How to apply

To apply, please send a C.V., cover letter and the contact details of two referees to:
rachel.kidd@norwich-churches.org, or by post to Rachel Kidd, Norwich Historic Churches Trust, 15 St Martin at Palace Plain, NR3 1RW.

We would expect one of the referees to be your current or most recent employer.

The closing date for applications is **Monday 26th August 2019 at 6pm**
Interviews will be held on **Thursday 5th September 2019**

For further information about the role or the work of NHCT, please contact the Operations Manager at rachel.kidd@norwich-churches.org / 01603 611530