

## Finance Manager

Team:	Operations
Role:	Finance Manager
Hours:	Part-time
Reports to:	General Manager
Responsible for:	Finance

### 1. PURPOSE

The Finance Manager is responsible for overseeing the daily functions of the church financials and primarily drive the development and implementation of accounting systems to collect, analyse, verify, and report financial information. In this role they will work closely with the finance officer and the general manager to fulfil the needs of the church whilst building and maintaining the culture and values of King's. This will involve a people centred approach whilst prioritising the workload so to promote strong work ethic and a servant hearted nature.

This role is aligned to and responsible for outworking the big mission drivers set by the Core Mission Team, delivering the primary mission at King's as well as the annual vision.

### 2. AREAS OF RESPONSIBILITY

#### RESPONSIBILITIES - *Include but not limited to:*

- Prepare corporate financial statements in a timely fashion
- Creates and maintains a series of financial controls and procedures for the accounting department
- Own the budgeting process including regular reporting on actuals vs budgets to the teams as needed
- Provides relevant financial information to Sr. Management team
- Own the VAT processing for all the P&Ls
- Align financial reporting with organisational structure
- Oversee direct the day-to-day actions of the entire accounting department
- Complete and assist with the annual audit
- Oversee bank statements reconciliation and credit card statements
- Oversee process billing for accounts payable
- Review and approve invoices, check requests, purchase requests, and other accounting paperwork for accuracy
- Oversee and secure the collection of giving during services
- Process and record contributions of various types
- Assist fellow employees in implementation of financial accounting policies and procedures
- Performs other related duties as requested by General Manager

## LEADERSHIP

- Effectively lead and manage the staff team members that are part of the finance team in consultation with the General Manager.
- Work closely with all ministry teams and operations teams to carry out budgeting activities and financial reporting activities.
- Develop the volunteer team to help aid in finance related tasks for the church as needed. Identify the key skills and ability of the team members and delegate appropriate tasks for the volunteers to perform.

## 3. PERSON SPECIFICATION

This role carries an Occupational Requirement for the applicant to be an active Christian, fully able to adhere to the vision and values of King's Church, Aberdeen and willing and able to engage with the spiritual life of the church.

### Role Requirement:

- Degree in Accounting, Economics or Finance with a minimum of 10years of experience OR a relevant masters degree with 5 years of experience
- Ability to create and manage corporate budgets
- Proficient in Microsoft Office (Word & Excel) and accounting databases and software
- Multiple years of experience in accounting or bookkeeping functions
- Experienced in analyzing financial statements and reports
- Ability to lead teams
- Attention to detail, organization and accuracy
- Ability to communicate plans and structures well at different levels
- Ability to handle multiple projects effectively
- Ability to work collaboratively across departmental functions
- Excellent communication and leadership skills

### Essentials:

- A value set aligned with King's Church
- High levels of personal integrity
- Excellent communication skills
- Ability to prioritise a changing workload
- Flexibility and willingness to adapt and learn
- Excellent organisational skills
- Ability to show initiative
- Able to demonstrate problem solving skills in a fast-paced environment
- Demonstrated ability to work as part of a team
- Willingness to adapt and learn new technologies

The Finance manager will always ensure confidentiality in accordance with the provisions of the Data Protection Act and its amendments.



### The DNA of a King's Church Staff:

King's Church, Aberdeen does not discriminate in employment opportunities or practices based on race, colour, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches. However, each role carries an Occupational Requirement for the staff member to be an active Christian, fully able to adhere to and participate in the Vision, Mission and Values of King's Church, Aberdeen and willing and able to engage with the spiritual life of the church.

### The DNA of a King's Church Staff Member

At King's, we seek to build and nurture a culture for our church family that produces and protects a God-honouring atmosphere. We lay the foundation for this cultural expression by personally living out King's five big values of **Humility, Generosity, Maturity, Loyalty & Community**, and instilling them in all who work alongside us either as part of the staff team or as "volunteers". Each member of our staff family is expected to live out and lead others around by being a positive example of these values, including the priority setting of Sunday attendance at church and also of tithing and financial giving as part of our life of worship and discipleship.

As a staff we also need to carry three other important working values that are expressed through our day-to-day delivery of our responsibilities. These three "working values" are **Spiritual, Professional, and Relational**.

- **Spiritual:** Being spiritual is having God-centred influence grounded in scriptural truth and empowered by the Holy Spirit. We value being teachable and humble, fostering a culture of kindness, trust, loyalty, and honour. We are also servant hearted as we focus on building the kingdom and being full of faith to hear, believe, and obey God. Being men and women of faith and positive expectation.
- **Professional:** Being professional is producing high-quality work in a productive manner while operating in a culture of excellence, not perfectionism, to support King's mission. We steward King's vision and purpose while upholding high leadership standards regardless of position, leading with love and remaining above reproach in our conduct, outworking our role with integrity, hard work and diligence, endeavouring to fulfil all we've been asked to do.
- **Relational:** Being relational is valuing relationships over results. We show integrity by being humble, honest, trustworthy, and accountable to one another and to the Lord. We operate out from the "Triangle of Trust" working out any given authority in an adult manner, not parenting, lording, or demanding from others. Similarly we are quick to carry the weight and responsibility not only for our own relational wellbeing but behaving in such a way that is also responsible for the maintaining as much as possible for every relational transaction with others, being also accountable to each other for our words, actions, and behaviours. We are unified in supporting the needs of both the "organism"; the church family, and the "organisation" the corporate expression of our church, by collaborating, being approachable in every situation, and having fun along the way! We are also compassionate, always extending mercy and grace balanced with truth, endeavouring to manage conflict constructively and maturely.

As we uphold these five values and also our spiritual, professional and relational covenant to each other and to the Lord, we can better serve the kingdom through our vision, mission, and ministry strategy.