



DOCUMENT:

CCS Finance Manager

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Version Control/Revision History

Version	Author / Reviewer	Name	Date	Summary of Changes
V1	Author	Gareth Kimpton	28/09/21	Initial Draft
V2	Reviewer	Paul Coulter	06/10/21	
V3	Author	Gareth Kimpton	07/10/21	Finalised draft

Approvals

Name	Role	Date
Paul Coulter	Executive Director	21/10/21

INTRODUCTION

The Centre for Christianity in Society (CCS) is a not-for-profit company limited by guarantee in the process of registering as a charity that exists to connect Christ with contemporary culture by explaining Christianity truthfully, engaging issues thoughtfully and equipping Christians thoroughly for the glory of God and the good of all people.

CCS does this by explaining Christianity in talks and media comment, by engaging with issues impacting all aspects of society and equipping Christians to develop a Christian worldview.

CORE VALUES

The CCS core values are based on 1 Peter 2 verse 17:

Fearing God – as servants of God, CCS aims for truthfulness in everything we say, integrating insights from quality scientific and sociological research with biblical truth.

Honouring the authorities – CCS seek proper permission to work in any context into which we are invited and desires to help people in authority fulfil their responsibilities well.

Honouring everyone – since every person is created and loved by God, CCS aim to treat them with integrity (honesty and transparency) and grace (humility and sensitivity).

Loving the family of believers – as diversely gifted friends united in God's love, CCS want to work with all individuals, churches or organisations that share our core beliefs

FOUNDATIONS OF CORE BELIEFS

CCS believe in ...

The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct...

One God, eternally existent in three persons, Father, Son, and Holy Spirit...

Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory...

The Salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit...

The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ...

The Unity of the Spirit of all true believers, the Church, the Body of Christ...

The Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

[Statement of Faith of the World Evangelical Alliance, 2001](#)

CCS FINANCE MANAGE

REPORTS TO:	Part of Management Team, accountable to Operations Manager and Executive Director.
PURPOSE:	To be responsible for developing and managing the financial goals of CCS. The primary duties include reviewing financial information, preparing financial reports and developing strategies that work to reduce financial risk. To provide high quality management information and support to CCS's Operations Manager and Executive Director. To manage the day to day record keeping and accounting of the charity and the trading company to produce accurate and timely reports.
JOB HOURS	It is anticipated that the job takes an average of 1 hour per week across the year. The annual budget set out in the CCS Strategic Plan is £40,000, with 3 to 4 transactions per calendar month. If the role requires more than an average of 1 hour per week then the CCS Board will consider revising the job description.
LOCATION	The role is based on home working with appropriate access to broadband etc. The role holder throughout the year will be required to attend meetings with various stakeholders so needs access to a car.
PAYSCALE	This voluntary role carries no entitlement to pay or other benefits associated with employment, including pension schemes.

MAIN TASKS AND RESPONSIBILITIES ACROSS THE YEAR

- Ensuring the efficient maintenance of the financial records of the company.
- Produce timely, accurate and relevant management accounts information of the company, including commentary on significant areas and variances from budgets.
- Producing other reports and recommendations as appropriate.
- Develop and follow controls surrounding all aspects of the company's financial management.
- Reconciliation of control accounts
- Assist with the preparation of the year end statutory accounts and audit file of the company
- Administration of the payment of Gift Aid.
- Liaison with the company's external auditors.
- If required process the payroll on a monthly basis.
- Assist the Operations Manager in preparing the annual budget.
- Support for Operations Manager in all other financial management;
- If required administer other financial matters including payments under PAYE
- To utilise automated practices wherever possible to maximise efficiency and minimise administrative duplication.
- To maintain familiarity and understanding of developments within CCS.
- Contribute to the devotional life of the CCS team.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, may be agreed with the supervisor.

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

PERSON SPECIFICATION

	Essential	Desirable
KNOWLEDGE AND EDUCATION	<ul style="list-style-type: none"> A thorough practical understanding of management accounting 	<ul style="list-style-type: none"> Recognised professional qualification (e.g. ACA,ACCA, CIMA, CIPFA) Hold a relevant third level qualification Familiarity with GDPR
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in applying IT to accountancy and financial management tasks Experience of management accounts, including analysis and commentary on accounts 	<ul style="list-style-type: none"> Voluntary sector financial administration Knowledge of issues surrounding charity and company financial management
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Strong written and verbal communication skills Strong interpersonal skills Ability to work effectively with others in a team Ability to work independently without close supervision 	<ul style="list-style-type: none"> Ability in graphic design
PERSONAL QUALITIES	<ul style="list-style-type: none"> A committed Christian in full agreement with the Aims, Beliefs and Working principles of the Centre for Christianity in Society 	<ul style="list-style-type: none"> A commitment to and interest in working with people of all ages
OTHER FACTORS	<ul style="list-style-type: none"> Be willing to work irregular hours Be able to attend Management Team Meetings and attend Board meetings as required. Be able to provide your own transport and hold a full, current drivers licence Be able to contribute to the devotional life of the CCS team 	<ul style="list-style-type: none"> Knowledge and experience of apologetics