



# FREE CHURCH of SCOTLAND

## Accountant / Finance Officer

Established in 1843, the Free Church of Scotland is a registered charity with the vision for “A Healthy Gospel Church for Every Community in Scotland”. There are currently over 115 congregations and around 12,000 people in our churches on any given Sunday.

In addition to congregational activities, the Free Church of Scotland trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary. The Free Church runs a programme of residential youth camps for over 350 young people each summer, and pursues global mission by supporting partners around the world. The denomination has an annual income of around £6 million and net assets of around £15 million.

We are looking for a capable Accountant to join our team of committed staff in the Central Office to help with specific projects and to support the regular financial work. The Accountant / Finance Officer will report to the Finance Manager but will have regular contact with the CEO and the Finance Group.

The post holder will have strong accounting skills, be experienced in financial reporting, be highly organised and self-motivated and will have a desire to manage Church finances well.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to be a committed Christian who fully understands the nature of a local church. As such, the successful candidate will be a Christian with an active commitment in a local church congregation, who is supportive of the values, vision and ethos of the Free Church of Scotland.

### Overview

**Hours:** Anticipated as being 21 hours per week (but there is flexibility for more or less depending on the person).

**Start Date:** As soon as available.

**Duration:** One or two-year appointment initially.

**Location:** Free Church of Scotland Central Office, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS, with some remote working.

**Salary:** Around £19,800 to £21,600 (Approx FTE £35,000) depending on skills and experience.

**Pension:** The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension once enrolled.

**Holidays:** The pro-rata equivalent of 34 days (inclusive of public holidays) per annum.

Free Church of Scotland, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS

Tel: 0131 226 5286 [www.freechurch.org](http://www.freechurch.org) Email: [offices@freechurch.org](mailto:offices@freechurch.org)

Scottish Charity Number: SC012925

Application forms may be obtained from the Free Church website or Fiona Russell, Executive Assistant to the CEO, by email to [fiona.russell@freechurch.org](mailto:fiona.russell@freechurch.org). Alternatively, please provide a CV with a covering letter explaining why you are applying for this role and how you meet the person specification.

**Role Description:**

Key Responsibilities	<ul style="list-style-type: none"> <li>• Assist the Finance Manager with weekly and monthly accounting tasks including:             <ul style="list-style-type: none"> <li>- Management accounts variance analysis</li> <li>- Reconciling control accounts and preparing journals</li> <li>- Preparing VAT returns and Corporation Tax returns and responding to ONS surveys</li> <li>- Reviewing P11D information</li> <li>- Responding to more complex enquiries from congregations</li> <li>- Assisting with audit queries</li> <li>- Reviewing work undertaken by other members of the Finance Team</li> </ul> </li> <li>• Assisting the Finance Manager with specific accounting projects such as:             <ul style="list-style-type: none"> <li>- Improvements to the payroll support offered to congregations</li> <li>- Producing financial reports directly from Sage</li> <li>- Improving budget reporting to departments</li> <li>- Training and support for congregational treasurers</li> </ul> </li> <li>• Assisting the CEO and Finance Group with financial projects</li> <li>• Supporting the other members of the Central Team with financial work and information such as:             <ul style="list-style-type: none"> <li>- Church Plant financial reporting</li> <li>- Mission Grant reviews</li> <li>- Camps income and expenditure</li> <li>- ETS accreditation submissions</li> <li>- Ministry Training costs</li> </ul> </li> </ul>
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Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Accountant / Finance Officer will report to the Finance Manager (who reports to the Chief Executive Officer).

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
A Christian with an active commitment in a local church and supportive of the values, vision, and ethos of the Free Church.	Professionally Qualified Accountant (ICAS, ICAEW, ACCA, CPFA or equivalent).
Accountancy training and experience of hands-on accounting work at a suitable level.	Experience of Charity finance – especially fund accounting.

Well-rounded and technically strong with the ability to quickly progress accounting projects.	Knowledge of the Free Church of Scotland and its current Remittance System
Excellent computer skills – especially Excel and finance software.	Experience of Sage 200 and Cintra payroll software.
Self-motivated and flexible in approach with enthusiasm, dedication and the ability to work on own initiative.	Experience of working with Christian or other third sector organisations and volunteers.
Highly organised, efficient, responsible, with good attention to detail.	
Ability to build positive relationships with others and to work well as part of the Central Office team.	