

ST MARY LE STRAND CHURCH, LONDON WC2R 1ES



P/T Finance and Administrative Officer 18 months

Reports to: Project Director

Salary £15,000 (£30,000 full-time equivalent)

Hybrid hours: 18 hours p/w initially for a fixed term of 18 months

The Church is looking for a competent individual who has the right experience and qualifications to manage the Jewel in the Strand Development Phase and its £675,000 budget and cashflow reporting regularly to the Project Director, the PCC Treasurer and the Project Board. Key to the role will be the successful candidate's ability to work effectively with the National Lottery Heritage Fund, the Project Design Team, in particular its Cost Consultant, and other consultants assisting with project deliverables.

The successful candidate will be self-motivated, a good communicator and have a good knowledge and experience of managing project finances and associated admin tasks.

Purpose of the job

- Closely monitoring the achievement of key financial milestones in line with the Jewel in the Strand *project* programme for the Development Phase
- Ensuring that grant claims and reporting for the project funder meets the agreed requirements and timetable for draw down
- Maintaining financial controls and procedures ensuring they are running smoothly
- Entering purchase invoices and expense claims on accounting software and maintaining digital filing systems
- Checking expenditure has been authorised in line with PCC policy and procedure
- Setting up payment runs on online banking
- Undertake other ad hoc admin tasks as requested by the Project Director
- Contributing to the Evaluation process
- Managing organisational and office administration, including record-keeping, supplies, databases and IT systems in relation to the project
- Feeding into the monthly Project Board meetings with cashflows and updated budgets
- Streamlining operational processes wherever possible to support sustainable operations

Application Instructions

- Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) to revdpeterb@stmarylestrand.com

Please ensure that they are sent as Word documents with the titles “your name cover letter” and “your name CV” Please put “St Mary le Strand Finance & Admin Officer” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is 12th December 2022

In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender.

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