



# The Church of Scotland

## Presbytery of Perth

### Finance Officer

---

Area:	Presbytery of Perth which covers Angus, Dundee, Perth and Kinross, Stirlingshire
Hours of work:	35 per week (full time)
Responsible to:	Presbytery Clerk
Main purpose of role:	Oversee the financial affairs of the Presbytery, ensuring compliance with good practice and statutory requirements, to fulfil the role of Presbytery Treasurer and to train local congregational treasurers and book keepers to fulfil all of their financial obligations.

#### CONTEXT FOR THE ROLE

The Presbytery of Perth was formed on January 1<sup>st</sup> 2023 and there are 115 Charges. It is a large Presbytery, taking in three cities, large towns and rural areas.

#### KEY RELATIONSHIPS AND INTERFACES

- Presbytery Clerk.
- Convener of the Business Committee.
- Convener of the Finance and Stewardship Committee.
- Other committee conveners when necessary.
- Congregational treasurers, directly and through the Finance Group.
- National Office Stewardship and Finance team.

#### KEY DUTIES

##### Compliance

- Ensure that Presbytery is compliant with all requirements from the Office of the Scottish Charity Regulator (OSCR) and the Acts and Regulations of the General Assembly in relation to financial matters.
- Oversee the financial affairs of the Presbytery and ensure they are legal, constitutional and within accepted accounting practice, including investment of Presbytery funds.
- Maintain financial procedures within the Presbytery to ensure the integrity, completeness and relevance of financial information and prevent misappropriation of funds.

- To undertake the annual inspection of congregational accounts in accordance with the regulations of the General Assembly concerning congregational finance and the requirements of the Office of the Scottish Charity Regulator.

### **Budgeting and Financial Planning**

- Prepare the annual Presbytery budget and produce the Congregational Presbytery Dues for approval by the Business Committee and issue them to all congregations.
- Produce the annual Presbytery Accounts and present them to Presbytery.
- Liaise with the Stewardship and Finance Department of the Church in regard to Giving to Grow allocations.
- Monitor and report on the financial health of the Presbytery including the follow up of outstanding congregational debts.
- Oversee the production of or produce the necessary financial reports/returns, budgets, accounts and audits.
- Analyse and interpret trends in congregational income and reserves to inform financial planning in the Presbytery.

### **Policy and Process**

- Working with the National Office Stewardship and Finance team to ensure compliance with internal procedures and disseminating information to all congregations.
- Ensure proper records are kept and that effective financial procedures are in place.
- Act as a point of support and advice for Congregational Treasurers, signposting them to the central offices finance team as appropriate.
- Assist congregations in applications for financial support to grant funding bodies and the central Church.
- Check and approve expense claims and arrange payments.
- Make payments of approved invoices.
- Calculate and advise congregations of Presbytery Dues and monitor receipt of these.
- Liaise with the Church of Scotland's Human Resources team as necessary, providing monthly payroll schedules for Presbytery staff, advising of any changes, sickness, and so on.

### **Reporting and Support**

- Work in partnership with the Presbytery's Finance and Stewardship Committee to:
  - liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the Presbytery;
  - ensure committee members are aware of their financial obligations and take a lead in interpreting financial data to them;
  - monitor all restricted/endowment/designated funds and advise Presbytery of possible application of these funds;
  - regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc);
  - oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;
  - ensure proper records are kept and that effective financial procedures and controls are in place, for instance:
    - bank signatories;
    - purchasing limits;
    - purchasing systems;

- petty cash/float/credit or debit cards; salary payments.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/and independent examiner.
- Regularly assess financial risks and whether and how such risks should be mitigated.
- Develop internal controls and financial management policies.
- To train, advise and support local congregational treasurers and book keepers.

## **PERSON SPECIFICATION**

### Skills, abilities and knowledge

- Knowledge and experience of current practice relevant to third sector organisations.
- Knowledge of the Church of Scotland's structure.
- Knowledge of accounting including bookkeeping and financial management.
- Good financial analysis skills with ability to produce reports, accompanying narrative and ability to explain to various stakeholders.
- Ability to train and pass on skills and provide ongoing support and guidance.
- Strong IT skills particularly in the use of Excel and other MS packages.
- Experience of developing, implementing and monitoring effective and robust financial policies and procedures.
- Experience of budget preparation, monitoring and control.
- Experience of working to multiple deadlines, prioritising own and others workloads as required.
- Knowledge of fraud awareness.

### Personal Qualities

- Ability to work respectfully within our Christian ethos.
- Ability to communicate effectively with others including those with a non-financial background.
- Proven ability to work collaboratively with colleagues encouraging and leading where required.
- Approachable and ability to gain the trust and credibility of others.

### Education and Experience

- Part or fully qualified with professional accounting qualification – CCAB or equivalent.
- On-going commitment to continuing professional development.

## **TERMS AND CONDITIONS**

- The salary for this post is £40,000 per annum.
- The post offers access to the Church of Scotland Presbytery Defined Contributions pension scheme.
- The hours for the post are 35 hours per week, however, the candidate would be expected to work such hours as are required for the efficient and conscientious discharge of his/her duties and responsibilities. While the primary working pattern will be Monday to Friday 9am-5pm attendance will occasionally be required at evening meetings.
- Any travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually.
- The postholder will work from home with space available in the Presbytery offices in Perth but may need to attend Presbytery meetings in various locations.
- There are 30 days annual leave in each full holiday year that runs from 01 January to 31 December. There are also 9 days public holiday leave.
- A Standard Disclosure check will be undertaken for the successful candidate.

- In order to comply with the Asylum and Immigration Act 1996, the successful candidate will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

How to apply:

Applications should be sent by email to [Perth@churchofscotland.org.uk](mailto:Perth@churchofscotland.org.uk) and must be received by the **closing date of noon on Friday 28<sup>th</sup> February 2025.**

Applications should comprise:

- a personal statement outlining how your skills, experience and personal qualities match the requirements of the role as set out in this job description. Two referees should be named; references will be sought if you are successful at interview. This should be no more than two sides of A4.
- a full CV (in addition to the personal statement). This should include details of educational and professional qualifications alongside a full employment history, showing positions held, responsibilities and relevant achievements. This should be no more than two sides of A4.

Applications without both a personal statement and a full CV will not be taken forward.

For informal enquiries about the role, please contact Rev Dr John Ferguson, Presbytery Clerk, at [JFerguson@churchofscotland.org.uk](mailto:JFerguson@churchofscotland.org.uk)