

REVELATION CHURCH

FINANCE ASSISTANT (MATERNITY COVER) Revelation Church London (RCL)

Position Type: Part-time, 1 day per week

Salary: £5,769 per annum (£28.8k full time equivalent)

Start Date: End of Jan / start of Feb 2025

Contract Type: Maternity cover, expected until March 2026

About the Role

We are looking for a Finance Assistant who will work alongside the Strategy and Operations Manager (SOM) and Revelation Church Administrator to support the financial administration and financial record keeping for the church. The key responsibilities are outlined below, and the successful candidate will be placed at the heart of a dynamic young church, helping to support a big vision. The role is a temporary position for maternity cover – expected to complete in March 2026. Full training on RCL's financial systems, including Xero will be provided as part of induction into the role.

Key Responsibilities

- **Bookkeeping** – RCL uses Xero for its accounting and financial records, which syncs to the charity bank account feeds. The role holder will be responsible for reconciling payments in Xero and ensuring all records and feeds are up to date each month and match the bank statement records and correct budget codes. Liaising with RCL staff to clarify any payments and tracking income from various platforms and sources.
- **Gift Aid Claims** - processing monthly gift aid claims, including HMRC Gift Aid Small donations scheme. Obtaining Gift Aid forms (electronically) for regular givers that have not completed one to date / have expired. Keeping the associated gift aid ChurchSuite records up to date.
- **Reporting** - Issuing reports to the Rev Central, Foodbank, CAP, RM Training and Tottenham teams at the start of each month to review. Reports are generated from Xero to show monthly income, expenditure and comparison against the set budget.
- **Payment Transfers** – processing internal transfers between savings accounts and restricted funds at the end of each month. Sending payment requests to the RCL administrator to process and uploading bills to be paid where required.
- **End of Year Accounts** – RCL's financial records are sent to an independent examiner for review and account completion at the end of each financial year. The role holder will maintain the digital record of supporting finance information and documentation throughout the year to be submitted to the accountants (i.e. gift aid claim receipts, log of international income).
- **Budget Support** - setting up budget codes and associated information in Xero at the start of each financial year, once the budget has been agreed.
- **Other finance support** – supporting the SOM on strategic financial projects; providing training and support to RCL staff on Xero (invoicing, templates); supporting one-off giving events processes (i.e. for special offerings); reporting key financial metrics each month to the SOM.

Person Specification

Skills and Experience

- Excellence in numeracy and organisational skills with proven experience
- Attention to detail and methodical approach to work
- Experience of Xero would be helpful, but full training would be provided on all RCL's finance tools and finance systems as part of induction
- A self-starter able to work on own initiative, to identify problems and find solutions quickly
- IT literate, with good working knowledge of Microsoft Excel
- Excellent communication skills

Working Arrangements

- **Location:** Revelation Church London Office: The Busworks, 39-41 North Road, London, N7 9DP. Opportunity for hybrid working if desired.
- **Hours:** 1 day per week (flexible working day; can be worked as two half days). A Time Off in Lieu (TOIL) applies for hours worked outside of standard hours.
- **Reports to:** Andy Crawley (Strategy & Operations Manager)

What We Offer

- **Contract:** Fixed term maternity cover contract
- **Salary:** £5,769 per annum (£28.8k full time equivalent)
- **Annual leave:** 7 days paid holiday (includes a pro rata allowance for bank holidays)
- **Pension:** Opportunity to join the Revelation Church Workplace Pension Scheme

How to Apply:

Please send your CV and a covering letter to Andy Crawley at andy@revelationchurch.org.uk. Your covering letter should include:

- Why you're interested in this role
- How your skills and experience align with the person specification and key responsibilities
- Contact details for two referees (one personal, one professional)

Closing date: Sunday 15th December at midnight

Interviews: Early January

Role start date: Around the end of January / start of February 2025

For an informal discussion about the role, please contact Andy Crawley on 07906 943590 or at andy@revelationchurch.org.uk

The successful candidate will be required to undergo a DBS (Disclosure and Barring Service) check and provide proof of their right to work in the UK before commencing employment. Any offer of employment will be conditional upon satisfactory completion of these checks and references.

Revelation Church London is committed to fostering a diverse and inclusive environment and welcomes applications from all qualified individuals.