

## **Vacancy: Hope Presbyterian Finance Manager**

As a result of reviewing our finance area, we are seeking a suitable part-time Finance Manager to assist in this vital area of our overall ministry.

**Initial Term:** 12 months, 20 hours per week. The initial term is for twelve months as we determine our future finance team requirements. This is a great opportunity to take a lead in assessing and evaluating our longer-term needs.

**Direct Reports:** Finance Officer and Finance Assistant

**Reports to:** Parish Manager on behalf of the Core Leadership Team

### **Key attributes:**

#### **Essential**

- At least five years' experience in a similar role with experience managing staff
- Strong attention to detail, accuracy, planning and organisation skills
- Strong communication & leadership skills
- Strong analytical and problem-solving skills, and the ability to exercise sound judgement

#### **Desirable**

- Chartered Accountant or experienced finance manager.
- Experience with non-for-profit organisations (churches)
- Knowledge and experience of Xero

#### **High level scope**

Provide leadership to the finance team, with overall responsibility for all aspects of the churches' financial management, including:

- Implementation and maintenance of robust systems, controls and processes to ensure the church is adhering to all relevant laws, regulations and adheres to 'best-practice' financial management.
- Review monthly management accounts prior to distribution and provide assistance in the preparation of relevant commentary for respective stakeholder groups.
- Present monthly financial reports key stakeholders as required (in particular the church Elders) and attend bi-monthly Board of Managers (Finance Committee) meetings.
- Preparation of financial statements in accordance with PBE IPSAS RDR (Tier 2), and oversee the annual audit, ensuring timelines are set and met.
- Oversee the annual budget process.
- Cost modelling of potential projects.
- Identification of financial efficiencies.
- Oversee the payroll, accounts payable and accounts receivable functions, providing assistance and cover when required.

#### **Application Process**

If a role supporting mission and ministry excites you and you have the skills and experience we need, please send your application letter and cv to [david.dally@hopechurch.net.nz](mailto:david.dally@hopechurch.net.nz) no later than 27 September 2021. We are looking for someone who would be available to start as soon as possible.