



Could you be our new  
**Finance & Operations  
Coordinator?**

**Application Pack**

Contract Basis:	Permanent, full-time or part-time
Reporting to:	Head of Finance
Direct Reports:	None
Based:	London - Hybrid
Salary:	£28,000 - £30,000 (pro rata)

## Who are we?

**Clergy Support Trust are the largest charity supporting Anglican clergy and their families, including their partners/spouses, former partners, widow(er)s and children.**

We are independent, impartial, inclusive and confidential. We walk alongside clergy households in times of need - from training to moving role, and into retirement - and we've been privileged to do so for almost 400 years.

In 2024, we supported almost 2,800 households, with more than £6m across over 6,700 grants. This is the highest annual number of people ever supported by the charity. This includes more than 1 in 5 of all serving Church of England and Church in Wales clergy, as well as those in the Scottish Episcopal Church and the Church of Ireland.

## What do we do?

Serving and retired clergy households can access a variety of financial support, including:

- **Emergency grants** for those unexpected costs which catch us all off-guard, from energy bills and car repairs to replacing your washing machine.
- **Health grants** to support short or long-term, physical or mental health conditions. This includes mobility aids, dentistry or diagnostic tests.
- **Wellbeing grants** towards fitness activities, spiritual retreats or a much-needed holiday, supporting with physical, mental and emotional wellbeing.

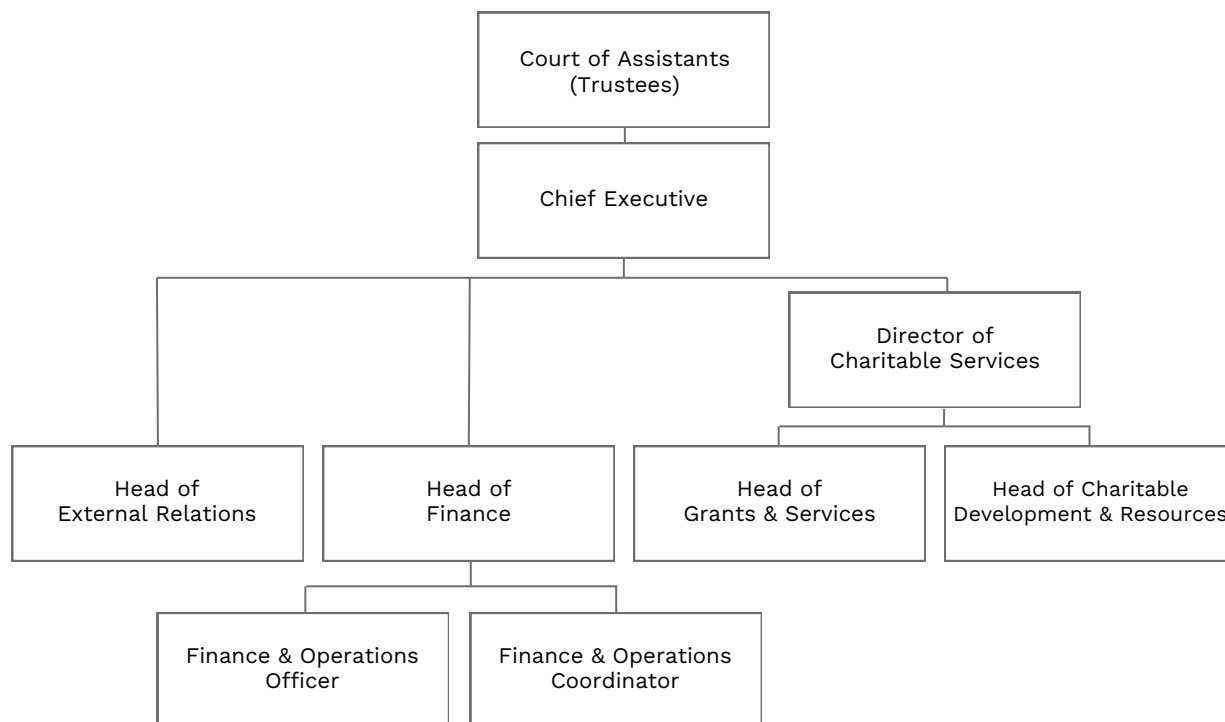
We also offer a number of services through our trusted partners, such as:

- **Counselling sessions** for a range of difficulties, including pastoral issues, anxiety, bereavement, separation and relationships.
- **Occupational therapy assessments**, delivered by occupational therapists across the UK.
- **Debt support**, with access to advice and management plans.

In the past two years, we've also launched a Will Writing Service, a Coaching Service and a programme of Wellbeing Workshops, exploring topics such as stress and resilience, building a healthy team, and trauma-informed ministry in dioceses across the UK.

As well as providing grants and services for those in need, we're working with the national Churches and others to develop longer-term solutions, so that every clergy household can thrive.

## Our senior leadership team



## Our values

We are guided by our four organisational values:

- Generosity
- Compassion
- Wisdom
- Truth

We offer a programme which is separate from the national Churches and open to all eligible households across the UK, Ireland, Diocese in Europe and the Diocese of Sodor and Man.

## Our principles

We exist in order to help relieve and prevent poverty, hardship, and illness, and to promote the physical and mental health of our applicants: clergy and their families.

We do this in a way which makes a tangible difference to their day-to-day lives. We aim to learn also from what similar support organisations provide to other groups, putting our resources to good use.

We will focus as far as possible on areas which have a good fit with our expertise and experience, not providing support already available from others, or which it is the responsibility of the Church itself to provide.



## Our events

**Our Festival Service** is one of the oldest choral music events in the world, celebrating 370 years in 2025. It brings together three world-class cathedral choirs under the dome of St Paul's Cathedral, to give thanks for clergy families.

**Our Festival Dinner** at Plaisterers' Hall welcomes our Governors and Stewards - our closest circle of supporters - and key guests, including those from the City of London, under one roof as we fundraise to support our work.

**Our Annual Assembly** is our Annual General Meeting (AGM), with an engaging keynote speaker from the Church world, followed by a lunch. The event is exclusively for our Governors.

**Our Christmas Carol Service** was held for the first time in December 2024, in the majestic setting of The King's Chapel of The Savoy, one of our patron, His Majesty's private royal chapels.



## An applicant's story

**Sara is the Clergy Household Support Officer for the Diocese of London and a clergy spouse.**

She and her husband, Graham have had a relationship with the Trust for over a decade.

“When our kids were little, I was a full-time mum, so money was very tight. My husband was always quite on top of what support was out there and what we could apply for.”

As the saying goes, when it rains, it pours, and when car repairs, dental fees and school expenses all came round at once, Sara and her family were confident that Clergy Support Trust could lend a hand.

“There's no need to feel embarrassed about needing support. We're all in this same boat together.”



## Part 1: Summary job details

Job title:	<b>Finance and Operations Coordinator</b>
Contract basis:	<b>This is a permanent role, subject to satisfactory completion of six-month probation period. We are open to candidates who would prefer part-time (minimum 28 hours per week) or full-time (minimum 35 hours per week).</b>
Reporting to:	<b>Head of Finance</b>
Direct reports:	<b>None</b>
Based:	<b>We operate a ‘mixed-mode’ working model, where staff work both from home and from our spacious offices in Westminster; the expectation for this role is that the post-holder will be in the London office a minimum of 2 days of the week.</b>
Annual salary:	<b>£28,000 - £30,000 (pro rata)</b>

## Part 2: Job description

### Job purpose

As Finance & Operations Coordinator you will be a member of the small Finance and Operations team, working closely with the Senior Finance Officer, Head of Finance and Operations & Office Manager.

Your principal duties and responsibilities will be to process purchase ledger invoices; input bank and all financial transactions onto the Xero accounting system; record donations to Xero accounting system; reconcile donations, stewardship and CAF transactions with Xero; reconcile cheques, standing orders and stripe transactions with Xero; process the weekly payment runs ensuring that all payments are paid on time; process staff and volunteer expenses; provide reception and office administration duties.

### Key responsibilities

Working closely with the whole staff team, the Finance & Operations Coordinator will have the key responsibilities listed below.

## **Job Profile – Finance and Operations Coordinator**

### **1. Support the Finance team in managing the charity's finances**

- Process purchase ledger invoices, by prompt inputting of invoices onto Xero financial system, ensuring accuracy and compliance with policies and authorised in line with delegated authority
- Prompt processing including inputting of the following transactions:
  - Recording bank transactions to Xero
  - Recording donations to Xero
  - Reconcile with Xero the monthly reports of donations, stewardship and CAF transactions
  - Reconcile with Xero cheques, standing orders and stripe transactions
  - Any other inputting of financial transactions to Xero
- Support the setting up of weekly payment run, ensuring all payment information has been processed accurately; prompt invoice administration and timely payments to suppliers
- Process staff and volunteers' expenses ensuring accuracy and compliance with policies and authorised in line with delegated authority
- Record gift aided donations on Giveclarity for claim from HMRC

### **2. Support the Operations and Office Manager in the day-to-day office operations**

- Welcome visitors to the office
- First point of contact for the Trust's main telephone line
- Deal with incoming / outgoing post
- Provide reception ad-hoc office duties
- Assist H&S and housekeeping checks
- Maintain and oversee cleanliness and use of the London office, ordering stationery supplies, etc.
- Act as a point of contact for contractors for regular maintenance visits
- Help to set up meeting rooms
- Ensure office fixtures, fittings and equipment are well maintained
- Keep the kitchen well-stocked
- Support the Operations & Office Manager in her oversight of IT and HR as required for example by ordering supplies and equipment, processing invoices, etc

### **3. Support the External Relations Team**

- Provide additional staff resources for key events, including the annual Festival at St Paul's Cathedral, and Annual General Meeting for the Charity's supporters

### **4. Other reasonable duties and projects commensurate with the post**

### Part 3: Person specification

Attribute	Essential	Desirable
<b>Experience, skills and abilities</b>	<p>Previous experience of bookkeeping and basic accounting</p> <p>Experience using Xero software for accounting (or transferable knowledge from similar systems)</p> <p>Experience in managing administration, general running of an office</p> <p>Excellent communication skills verbal and written</p> <p>A passion for learning and development, and proven ability to learn new skills at pace</p> <p>Strong IT skills, including good Excel skills</p> <p>Excellent numeracy and accuracy skills and the attention to detail</p> <p>Good analytical and problem-solving skills</p>	<p>Experience in a grant-giving charity or similar setting</p> <p>Understanding of the Church of England and related organisations</p>
<b>Personal</b>	<p>Highly organised, with the ability to juggle multiple responsibilities within a small team</p> <p>A friendly, collaborative, good-humoured individual</p> <p>Ability to work effectively in a ‘mixed-mode’ setting with most colleagues working from home several days per week</p> <p>Sympathetic to the Christian ethos of the charity, and with a passion for the wellbeing of clergy and their families</p>	
<b>Education &amp; training</b>	<p>Evidence of ongoing professional development in finance</p> <p>AAT or equivalent (or willingness to work towards this in first 12 months)</p>	<p>Professional finance qualification</p>

## Employee benefits

### Pensions and Life Assurance

- Employees are automatically enrolled into the Trust's pension scheme, which attracts an employer contribution equivalent to 10% of basic gross salary.
- Life Assurance (Death in Service cover) of 4x salary will be provided for your spouse/dependants in the event of your death whilst you are an active employee.

### Annual Leave

- Generous annual leave entitlement: The standard annual leave entitlement in any holiday year is 25 days (exclusive of recognised public holidays), which can increase with service. The Trust also closes between Christmas and New Year, in addition to annual leave entitlement.
- All employees receive their birthday off!
- All staff have an annual volunteering allowance of 2 days, per calendar year.

### Training and Development

- Our Training and Development budget allows staff to take part in corporate training, and to attend conferences or short (i.e. 1-2 day) courses of particular relevance to their own role (as a guide, around £500 per year, per individual).
- Where staff are studying for longer-term courses, the Trust will, where possible, provide support towards the cost of the course, or provide additional leave. In some cases, it will provide a combination of both.
- Alternatively, colleagues can apply for a one-off study grant of up to £1,000. Where larger sums are involved, and although this will not be contractually binding, it would be anticipated that employees remain in post for at least a year beyond completion of the study, in order that the Trust – as well as the individual – might benefit from the study pursued.

### Season Ticket Loan

- The Trust appreciates the high cost of travel in London and will provide an interest-free season ticket loan to employees, subject to eligibility.

### Health and Wellbeing

- Our comprehensive Employee Assistance Programme includes a confidential counselling service, GP access, fitness, retail and lifestyle discounts and a range of other wellbeing support services.
- The Trust offers a £50 annual contribution towards the cost of work-related prescription glasses.



## How to apply

To apply, please email your application to [vacancies@clergysupport.org.uk](mailto:vacancies@clergysupport.org.uk), addressing your application to Atawa Aryee, Head of Finance.

Please include with your application:

- Curriculum Vitae
- Covering letter (no more than three sides of A4) explaining why you are interested in the role and how you meet the person specification (please provide specific examples in your supporting statement)

Closing date for receipt of applications: 09:30, Monday 17 March 2025

First interviews will take place at our London office with the Head of Finance and the Operations & Office Manager.