



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

Application Pack

Contract Basis:	Permanent
Reporting to:	Head of Finance
Direct Reports:	None
Based:	London - Hybrid
Salary:	£32,000 - £34,000 pro-rata, dependent on experience

Who are we?

Clergy Support Trust are the largest charity supporting Anglican clergy and their families, including their partners/spouses, former partners, window(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:

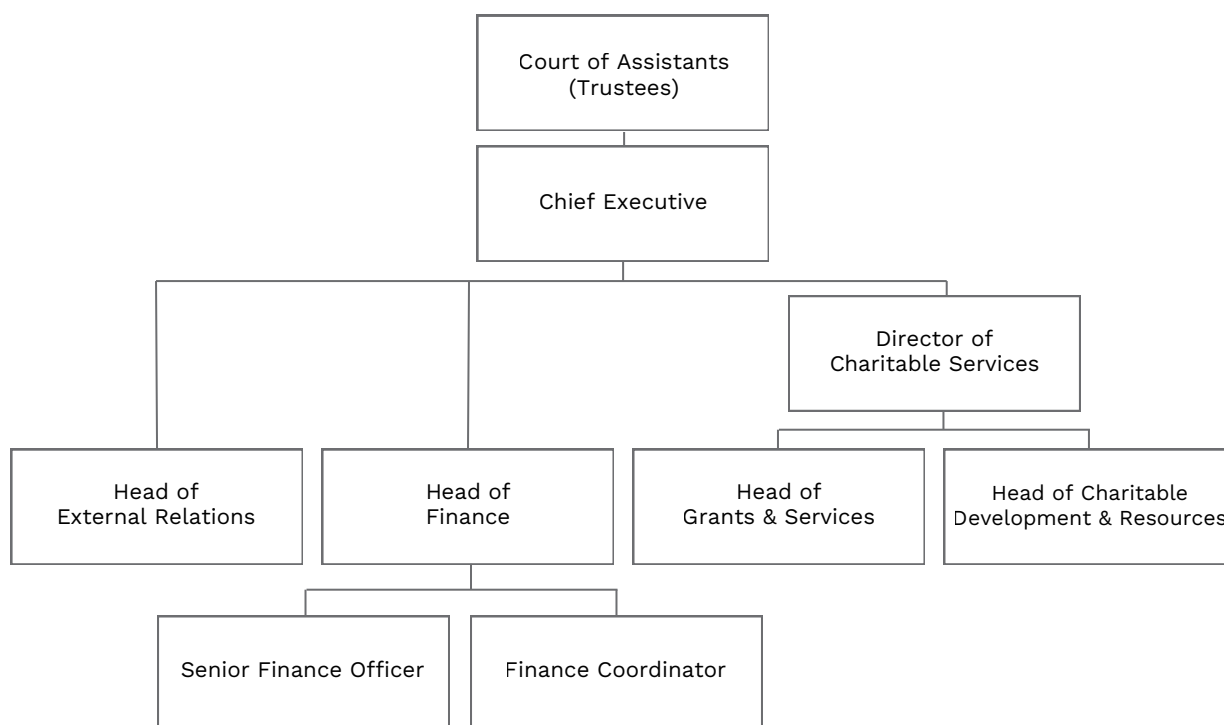
- **Counselling sessions** for a range of difficulties, including pastoral issues, anxiety, bereavement, separation and relationships.
- **Occupational therapy assessments**, delivered by occupational therapists across the UK.
- **Debt support**, with access to advice and management plans.

In 2022, we launched our Visiting Caseworker Service, with the aim of achieving long-term, sustainable solutions for clergy households, including assisting applicants to access statutory support and services. Our Visiting Caseworker team is central to our work with - and advocating on behalf of - applicants who need additional support, or those experiencing complex or challenging situations.

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."



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.

Summary job details

Job title:	Finance Coordinator
Contract basis:	This is a permanent role, subject to satisfactory completion of six-month probation period. We are open to candidates who would prefer a part-time (minimum 21 hours per week) or full-time (35 hours per week) role.
Reporting to:	Head of Finance
Direct reports:	None
Based:	We operate a ‘mixed-mode’ working model, where staff work both from home and from our 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.
Annual salary:	CST Band F, £32,000 to £34,000, depending on experience. Staff also receive an annual cost-of-living-related salary uplift.

About the role

A new role to support our expanding services.

This newly created role will form part of our Finance Team. As a member of a small but dynamic team, you will work closely with the Senior Finance Officer and Head of Finance. Your role will be critical to our success, with your principal responsibilities including processing purchase ledger invoices; inputting bank and all financial transactions onto the Xero accounting system; recording donations to Xero accounting system; reconciling donations, stewardship and CAF transactions with Xero; reconciling cheques, standing orders and Stripe transactions with Xero; processing the weekly payment runs ensuring that all payments are paid on time; processing staff and volunteer expenses.

You will have the support of our excellent and established Finance Team, which is central to the smooth and effective running of our operations. You will be responsible for liaising with colleagues at all levels across the organisation, as well as our Trustees, partners and suppliers.

We need your skills and expertise to support the financial operations of the Trust as our charitable services diversify.

We are excited to have you join us.

Key responsibilities

1. Purchase ledger processing

- ➔ Process purchase ledger invoices, by prompt inputting of invoices onto Xero financial system, ensuring accuracy, correct coding and compliance with policies and authorised in line with delegated authority
- ➔ Ensure physical and electronic filing of all invoices, credit notes and remittances
- ➔ Record and process utility bills ensuring proper coding and allocation
- ➔ Reconcile supplier statements

2. Bank transaction processing

- ➔ Prompt processing including inputting of the following transactions:
 - Recording bank transactions to Xero
 - Recording donations from direct deposits and through third party platforms to Xero
 - Reconcile with Xero the monthly reports of donations, stewardship and CAF transactions
 - Reconcile with Xero cheques, standing orders, direct debits and stripe transactions
 - Inputting bank transactions to weekly cashflow sheet
 - Any other inputting of financial transactions to Xero

3. BACS Payment processing

- ➔ Support the setting up of weekly payment run, ensuring all payment information has been processed accurately; prompt invoice administration and timely payments to suppliers

4. Expenses processing

- ➔ Process staff and volunteers expenses ensuring accuracy and compliance with policies and authorised in line with delegated authority
- ➔ Process credit card reports and reconcile on monthly basis

5. Gift Aid processing

- ➔ Record gift aided donations on GiveClarity for claim from HMRC
- ➔ Maintain gift aid declaration records

6. Month and year end processes

- ➔ Support with month-end and year-end audit activities

7. Support the External Relations Team

- ➔ Prepare record of income for input to Salesforce to support External Relations income processing
- ➔ 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

8. Provide occasional cover for the Operations & Office Manager

9. Other reasonable duties and projects commensurate with the post

Person specification

Attribute	Essential	Desirable
Experience, skills and abilities	<p>Previous experience of bookkeeping and basic accounting</p> <p>Experience using Xero software for accounting (or transferable knowledge from similar systems)</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 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>
Personal	<p>Highly organised, with the ability to juggle multiple responsibilities within a small team</p> <p>Excellent interpersonal skills</p> <p>Ability to work effectively in a ‘mixed-mode’ setting with colleagues working from home</p> <p>Be adaptable and open to change in line with the charity’s strategic growth and development plans.</p> <p>Sympathetic to the Christian ethos of the charity, and with a passion for the wellbeing of clergy and their families</p>	
Education & training	<p>Evidence of ongoing professional development in finance</p> <p>AAT or equivalent (or willingness to work towards this in the first 12 months)</p>	Professional finance qualification

How to apply

To apply, please email your application to 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, Friday 26 September 2025

First interviews will take place at our London office the week beginning Monday 6 October 2025.