



JOB DESCRIPTION

Job Title	Assistant Finance Analyst
Team	Finance
Location	Remote
Reports to	Adam Merchant
Salary	£8,500 pro rata
Duration	Fixed Term Contract – 3 months
Normal Working Hours	15 net hours per week

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Overall job purpose

To assist the Finance Analyst in the area of management accounting and improving analysis of headline numbers in the charity's management accounts.

Key relationships

The Finance Analyst and other members of the Finance Team.

Key duties and responsibilities

To assist in the production of monthly management accounts and all further analysis that may be required.

To deal with ad hoc enquiries on the management accounts including assisting in the design of new/additional reports. Develop standardised tools for commercial activity, major projects and church income that enable planning, reporting, analysis and decision making.

Monthly journals and correction of ledgers to ensure accurate accounting.

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. We also expect our staff to share this commitment.

Person Specification

	Essential Criteria	How this will be assessed
	Solution-focused; able to show a practical approach to problem solving	I
	Knowledge of financial reporting	I
	Numeracy	I
	Excel experience	I
	Competency in IT systems	I

	Desirable Criteria	How this will be assessed
	Empathy with the Trusts aims and objectives and its charitable ethos.	I
	Knowledge of public finance/charity accounting	I

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criterion in your application.
I	Interview	You will be asked competency-based questions around this criterion at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criterion.

Additional information

Lone working

This role involves regular lone working. We have lone working procedures in place to support all staff undertaking lone working.

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

Employee benefits

- Membership of the generous Civil Service Pension scheme
- 27.5 days annual leave provision (FTE)
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements.
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme.
- reward of performance and an annual salary review
- subscription allowance to a professional body
- 20% staff discount on Champing at CCT sites

How to apply

If you would like to apply for this role, please submit a CV and a supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post. Please send your CV and supporting statement to recruitment@theccct.org.uk

The closing date for receipt of applications is on **Friday 16th June 2023**

Interviews will be held on week beginning 19th June 2023. The interview location is still to be confirm so this may be in person or via virtually via Teams. Please note that the interview dates and location have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@theccct.org.uk.