
JOB DESCRIPTION

Job Title:	Finance and Systems Manager
Department/Congregation:	Central Support Team
Responsible to:	Operations Manager
Responsible for:	Finance Officer
Hours:	Full-time, 35 hours per week
Location:	Ichthus Office, Forest Hill, SE23

Ichthus Vision Statement

Our vision is to contribute to the completion of world evangelisation by planting, growing and linking churches in the UK and overseas. We aim, by these means, to make disciples of Jesus through the whole gospel of words, works and wonders. Together we seek to be a people of one heart and soul for Jesus and His Kingdom, as we engage in ongoing mission towards unreached people across the world.

Christian Basis

The role holder is expected to be an active and committed Christian and to support the leadership team, vision and direction of Ichthus Christian Fellowship. Due to the requirements of the role, there is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Ichthus Characteristics

- **Worship** – Openness to the Holy Spirit
- **Warfare** – Prayer and Deliverance from the evil one
- **Word** – Biblical Theology
- **Works** – Acts of Compassion
- **Wonders** – Healings and Transformations

Overall Purpose of the Role

- To manage, maintain, improve and deliver a professional finance service to the Fellowship.
- To provide essential systems support for the Fellowship including all finance, IT, email, database and property security systems.
- To negotiate, oversee and ensure best value for money on all utilities and service contracts, insurance provisions and systems procurement and renewals.
- To contribute to the life of the Fellowship in active prayer for your own work, the overall work of the church, link churches, overseas family and network relationships.
- Participate in the life of the wider Fellowship wherever possible through central events, celebrations and conferences.

Summary of Main Duties and Responsibilities

To be a proactive contributor to Ichthus Management Team meetings.

To be a proactive and flexible member of the Office Support Team.

To line manage finance team staff members, currently: one Finance Officer.

To carry out specific responsibilities in Financial and Systems management:

Financial Management

1. Finance Reporting.
2. Management of online donation systems.
3. Management of payment processors (bank & non-bank) and financial reporting on payments taken through payment processors, including preparing audit reports.
4. Provide a full Finance and Banking service to the Fellowship including.
5. Oversee the producing of congregational and departmental monthly finance reports, and other reports on specific projects/campaigns upon request.
6. Pensions and Payroll.
7. Bank Account Management.
8. Gift Aid and claims management.
9. Audit and Annual Return Compliance.

Systems Support

1. IT Management
 - a. IT Infrastructure oversight and maintenance.
 - b. Microsoft Office 365 and all other IT programs management.
 - c. Management of all IT hardware.
2. Logistics / Other Systems Management
 - a. Printer/Copier service & lease contract management.
 - b. Mail and telephone systems management.
 - c. Insurance policies management.
 - d. GDPR compliance oversight.
 - e. Database systems management (ChurchSuite, Salesforce).
3. Properties Management
 - a. Manage suppliers and contracts to all ICF properties (e.g. utilities, internet provision etc).
 - b. Assist Property Manager with negotiation and liaison with contractors as needed.
 - c. Manage and administrate the Fellowships compliance requirements with Lewisham Council.

Expected Standards

1. Play an active part in the spiritual and practical life of the Ichthus office and attend weekly office staff meetings for feedback, prayer and devotions.
2. Undertake personal development and training as required.
3. Be an active member of an Ichthus congregation, or an evangelical church and holding core theological and doctrinal views that are aligned with those of the Fellowship.
4. Maintain a safe and healthy working environment.

Person Specification

Essential

- Accounting qualification and/or business financial management experience at least to degree level or equivalent.
- Knowledge and experience of charities accounting and reporting requirements.
- IT systems management and experience.
- Mature evangelical Christian faith and aligns to Ichthus [Vision](#) and [Theology](#).
- An understanding of the challenges of financial and systems management in a church-based, faith-reliant context.
- Knowledge of accountancy software (QuickBooks or similar) and proficient Excel user for payroll and financial reporting.
- Experience of running payroll and administration of pension schemes.
- Excellent knowledge of and ability to maintain for the Fellowship the Microsoft systems environment, including SharePoint development, and ability to train others in use of Microsoft products.
- Experience of negotiating contracts, services agreements and dealing with contractors
- Ability to submit detailed financial reports to tight deadlines.
- Ability to multi-task across wide-ranging role requirements.
- Excellent organisational and interpersonal skills.
- The ability to relate well to a wide range of people across all sections of the life of the Fellowship and provide excellent customer service to all staff, volunteers and members.
- Willingness to contribute to the full life of the Fellowship and the Central Support Team as required.

Desirable

- Ability to lead prayer gatherings within the office as required.
- Experience of working within the charities sector.
- Project planning and management.
- Network IT design and security implementation and practice.

DBS Certification Requirement

Due to the nature of the duties of this role, a DBS check is required at Basic level.

NOTE: This job description is not intended to be all-inclusive. Employees may be required to perform other reasonable duties to meet the ongoing needs of Ichthus Christian Fellowship. This job description does not form part of a contract of employment.