



Finance Manager (Interim)

Full-time, United Kingdom, London

Department
Central Services

Employment Type
Full-Time

Minimum Experience
Experienced

Our Finance department is looking for an Interim Finance Manager to join our Finance and Central Services Team, for the next 6 Months.

The role is full-time for 3-6 months, and the organisation has offices in Central London, near Tottenham Court Road. Ideally candidates should be prepared to visit the office 1-2 times per week, but a fully remote option could be considered.

The ideal candidate will be responsible for supporting the CFO and Finance team in the management of all financial and accounting aspects of Hillsong Church London. Taking responsibility for the leadership of the finance team, with the Finance Manager focusing on supervision of accounting and bookkeeping, financial and process controls, management information and annual audit.

Financial control

- Maintaining adequate and appropriate financial controls for all areas
- Responsible for end-to-end accounting practices
- Ensuring the full reconciliation and maintenance of balance sheet accounts (with accounts team), including prepayments, accruals, and accounts payable, and providing management analysis on same.
- Preparation and entry of journals and other monthly adjustments
- Supervision of accounting and bookkeeping functions in line with accounting standards and audit requirements include items such as income recognition, restricted funds and expense management
- Treasury functions including monitoring of banking, management of cash balances including restricted funds and in line with cash forecasting information
- Preparation of monthly cash flow information
- Maintenance of fixed asset ledger including management of capital budgets
- Ensuring the correct preparation of periodic VAT returns, including responsibility to ensure compliance and best practice for all aspects of VAT as it applies to the organisation. Working with AP and income functions to ensure return prepared correctly and efficiently.
- Understanding of taxation issues as relevant to the organisation, including employment matters and ensuring adherence to taxation regulation. Annual submissions of P11D and PSA forms.
- Reconciling intercompany balances including liaising with Hillsong international teams and maintain correct controls over recharged costs
- Preparation of annual statutory accounts and audit file, including management of audit process and liaising with external auditors and supplying required information
- Management of appropriate financial policies and procedures to support financial controls
- Supervision of work completed by accounts assistants relating to accounts payable, income processing and gift aid reconciliation
- Providing technical on the job training and development to accounts assistants.



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Management Accounting and Information

- Preparation of monthly management accounts including supporting schedules and information
- Working with Management Accountant to develop reporting packs that meet management reporting needs.

Accounting and Financial Systems and Processes

- Ownership of all financial systems and processes, including constant review of best practice, ensuring all processes are efficient and effective
- Working with Head of Operations to ensure processes are understandable and relevant to all departments, that sufficient training and resourcing is in place to equip other areas to effectively manage department finances.
- Liaising with other departments to ensure good financial reporting as relevant to each area of church operations
- Review and continuous improvement of all financial tools, reports and accounting systems
- Working with Head of Operations to ensure strong processes and best practice in areas of procurement, asset management and other commercial operations.
- Responsible for payroll processes, working with HR team to ensure best practice and fit-for-purpose systems to maintain payroll records, process payroll and record transactions correctly.

Management of Finance Team

- Responsible for day-to-day workflow of finance team, including ensuring effectiveness and efficiency of roles
- Training, development, and upskilling of finance team, including responsibility for well-being of team members



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Skills & Educational Requirements:

- Proven experience in an accounting role within a professional environment
- Qualified (ACA, ACCA, or equivalent)
- Technical accounting knowledge as applies to organisation and statutory accounts
- Appropriate Microsoft Excel skills
- Experience of AP and managing effectively
- High attention to detail and ability to meet assigned deadlines with accurateness
- Comfortable working with various deadlines and multiple projects at the same time, delivering consistently in a dynamic, challenging environment
- Strong organisational skills and attention to detail including ability to self-review and maintain accuracy
- Ability to delegate and manage the work of others
- Excellent communication and interpersonal skills, including ability to communicate financial information to non-financial peers
- Able to take initiative and self-manage your own workload

Why work for Hillsong Church?

We work in a dynamic, growing, Christ-centred environment that is influencing the world.

We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial and leave support for external study programs and qualifications
- Access to Employee Assistance Programs, including health, wellbeing, and other support available. Specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

The role is looking for someone who can start immediately on a 3 - 6month contract.

If this sounds like you, we would love for you to apply today!