



c/o Pembroke Park Primary School,
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**WE'RE
HIRING!**

FINANCE LEAD

**JOIN THE BRIDGE TEAM AND MAKE A
TRULY UNIQUE DIFFERENCE TO
LOCAL SCHOOLS**

Reimagining Chaplaincy in Schools...

Thank you for your interest in the role of **Finance Lead** with the Bridge Youth Project. This year we are celebrating 30 years of serving children and young people across Salisbury and South Wiltshire schools. We are at an exciting stage in our development with a fresh vision to pioneer our innovative brand of chaplaincy to schools across the county and beyond. We believe that Bridge Chaplains play a crucial, often missing role in school communities; helping to bridge the gap between school and church, acting as that interruptible, Christian presence in the heart of the school community and serving not just students but also parents and staff. It's an exciting time to join the Bridge team; as of January 2024, we provide Bridge Chaplains to 24 schools across Wiltshire and Dorset. With a number of schools on our waiting list, we can't wait to see what the future holds! This position is a key role for the charity, with overall responsibility for the finance.

Duties and Responsibilities

Processing all financial transactions in line with the charity's procedures and recording on XERO accounting software accurately and in a timely manner.

Monthly reconciliation of control accounts.

Administer the charity's bank accounts online.

Submission of monthly HMRC gift aid claims.

Review financial processes in line with Charity Commission requirements and needs of the charity, implementing any changes required.

Prepare the monthly payroll ensuring all payments are authorised in accordance with organisational policy.

Pension and HMRC administration.

Production of monthly management accounts

Cashflow forecasts and monitoring bank balance against this.

Transfer of funds between the current account and interest bearing bank accounts to maximise interest.

Bank, record and acknowledge donations.

Ensure restricted funds are identified and tracked on accounting software and provide reports on these when required.

Assist in the preparation of annual budget and upload to XERO accounting system.

Produce annual accounts taking account of creditors, debtors, accruals and prepayments.

Liaise with Independent Examiner to finalise accounts.

Using Excel export information from the accounting software and Infoodle database to produce reports as required.

To assist and participate in fundraising, as required.

Regular supervisions with Deputy Director/Monthly meeting with the Treasurer.

What we can offer you!

Salary: £28,500-32,500 FTE (£15,542 - £17,723 actual), dependent upon experience and qualifications. Permanent position.

Hours: 24 hours per week 40 weeks per year (i.e. school term time) with some of these hours to be negotiated and used during the Easter and Summer school holidays.

Location: Our office and home-working (minimum 10 hrs/pw in office)

Pension: 7.5% employer contributions

Additional benefits:

- 3 retreat days every year (including one whole-team)
- Ongoing training and development
- Weekly prayer and reflection as a team
- Flexibility on hours across the week

Closing date: Rolling deadline with interviews and start date as soon as possible.



Person Specification

Finance Lead

Training and Experience	Essential	Desirable
AAT qualified or at least 3 years' experience in finance management, supporting the day-to-day operation of the charity within financial constraints.	✓	
Experience in preparation and administration of payroll.	✓	
Experience in managing expenditure and monitoring cashflow.	✓	
Experience of managing a database, such as Infoodle.		✓
Experience of using computerised accounting software, e.g. Sage/Xero.	✓	
Experience in pension administration.		✓
Experience of managing change and implementing new systems.		✓
Core competencies		
Knowledge of principles and methods of financial control.	✓	
Good written, interpersonal, and verbal communication skills.	✓	
Ability to work as an effective team player	✓	
Excellent Word and Excel skills	✓	
Proficient organisation, self-management and time management skills, including the ability to handle multiple actions at any one time.	✓	
The ability to maintain strict confidentiality.	✓	
A self-starter who is creative, motivated and can work on their own initiative	✓	
Knowledge around safeguarding within a school context	✓	
Access to own transport.		✓
A great sense of humour	✓	
Non-judgmental and approachable	✓	

A commitment to inclusion, equality and diversity, enhancing the wellbeing of children and young people regardless of their religion, gender, race, disability or sexuality etc...	✓	
A reflective practitioner with a commitment to continuous professional development and growth	✓	
A sympathy and alignment with our statement of faith, mission and values	✓	



Our recent findings...

In the summer of 2023 we conducted a thorough consultation across the schools and found that...

- Bridge Chaplaincy offers a unique layer to pastoral support in the school which is hugely valued by both students and staff.
- The Chaplain creates an inclusive and welcoming environment for all.
- The Chaplains' input in RS and collective worship offers a vital ingredient for spiritual exploration and growth.
- Students told us of all the many ways their Chaplain has helped them improve their wellbeing. The wide range of outcomes demonstrates the Chaplains' targeted, and child centred approach. Chaplains, through effective listening, are able to get to the root of what is going on with each individual and help them to set goals.
- Bridge Chaplaincy creates significant opportunities for school communities to experience Christian faith practices which gives students the opportunity to critically reflect both on christian faith and their own place in the world.
- Chaplains have the capacity to create deeper links in the community: drawing families, community organisations and the local church around schools.



How to apply...

Please go to our website and click on the "work with us" page, which can be found at www.the-bridge.org.uk/jobs. There you can submit an application, complete our statement of faith and upload your cover letter. Please ensure this is no more than 2 sides of A4, and tell us (a) how you meet the person specification and (b) your motivation for wanting to work with the Bridge.

We would also welcome the opportunity to have an informal chat with you if that would help, so please do not hesitate to contact our Director, Alex, at alex.ewing@the-bridge.org.uk and we can find a mutually convenient time.

Please note: We take safeguarding very seriously **at all stages** and we are a safer recruitment employer. Recruitment will be subject to a full, enhanced DBS check and satisfactory references. It is not a statutory requirement that the post-holder be a practising Christian, we would just ask that they respect and sympathise with our statement of faith, mission and values as a charity.

