

ELIM FOURSQUARE GOSPEL ALLIANCE



Senior Compliance Officer

Salary: £28,000 - £33,000, dependent on Experience and Qualifications

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 500 Christian congregations and ministries in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focused on Christian mission and ministry.

Finance Department of Elim Central is divided into Central Finance Team and Church Finance Team. The Central Finance Team are responsible for managing all central income and expenditure, providing regular management reports to aid budget management and decision-making, and supporting all ministries and departments that operate from Elim International Centre in Malvern, including Regents Theology College, Elim Missions, Administration, Youth, Evangelism, and Training. The Church Finance Team are responsible for managing banking, insurance, pensions, Gift Aid and local church accounts.

THE ROLE

The Senior Compliance Officer will work in the Elim International Centre in Malvern and report directly to the Church Finance Manager.

DUTIES INCLUDE (but not limited to):

Church Finance Officers:

- Assist Church Finance Officers (or anyone else carrying out the duties of Finance Officers) with:
 - their Finance Officer responsibilities relating to Gift Aid and Insurance
 - procedures that should be followed when administering local church finances relating to Gift Aid and Insurance
 - Provide Gift Aid training to Finance Officers
 - Regular communication with churches regarding, new policies and procedures, warning about fraud/banking scams
 - Set up Multi-Factor Authentication for new & existing users of the Churches DK platform
 - Set up Tax year for Churches DK

Church Internal Audit:

Assist the Church Finance Manager in developing a robust internal audit process

- Facilitate internal audits at churches in line with newly developed processes by liaising with the Regional LCAS assistants to ensure Gift Aid claim data submitted matches their accounts and bank statements.
- Supervise team members on required processes

Gift Aid:

Manage the Gift Aid process including

- Liaison with HMRC, software providers, local churches and Elim departments
- Supervision of staff (gift aid declaration processing and claims data input)
- Design of Gift Aid materials and annual Guidelines
- Supervision of distribution of Gift Aid rebate to local churches and Elim departments
- Supervision of distribution of GASDS rebate to local churches and Elim departments
- Train team members on various processes to ensure continued cover
- GIVT donation platform: supervision and reconciliation of Gift Aid rebate distribution to local churches and Elim departments

Insurance:

Assist the Church Finance Manager to develop a comprehensive insurance register and reporting process

- Liaise with insurers, appointed brokers/claim handlers, local churches and Elim departments
- Ensure appropriate levels of cover are in place
- Oversee invoicing and premium collections
- Provide guidance to churches on activities that are covered by insurance via Elim HUB
- Process insurance claims to the insurance broker – ensuring the church provides required details and evidence

Banking and Accounts Preparation:

- Administer the BACS process – BACS collections, DD lodgements and payment files
- Administer monthly collections from churches for insurance, bank charges and pensions
- Prepare bank reconciliations for the clearing account used for the above collections

Pensions:

- Assist the pension fund trustees by managing payments and receipts into the pension fund bank account and producing bank reconciliations
- Assist the Church Finance Manager to liaise with the pension scheme administrators and facilitate membership changes of the scheme
- Liaise with property manager to ensure rental properties are in good condition and rent is not in arrears

Training:

- Assess current training provisions for finance officers and develop further to ensure a variety of options are offered eg instructional videos, webinars, manuals and Teams calls etc
- Provide training within the team to facilitate upskilling of staff eg using Aptify more comprehensively, using excel effectively
- Ensure that tasks are not dependent on one person

Management:

- Manage and motivate direct reports
- Assist in training the team to provide good customer service to the local churches.

Customer Service:

- Provide excellent customer service to the local churches on the services we provide.
- Investigate and resolve issues quickly when there are any complaints raised by local churches.

Other Duties:

This list is an example of the level of tasks and responsibilities commensurate with the role but is not exhaustive. Therefore, your duties can be interchanged with tasks and responsibilities of equal level as the work flow and demands of the department require.

The Person:

The ideal candidate will be an enthusiastic and committed individual with a high level of numeracy and attention to detail and a good communicator.

ESSENTIALS:**Qualifications:**

- Bachelor's Degree level qualification or Part or full professional qualification (e.g. AAT, CIMA, ACCA, ICAEW, or CIPFA).
- Evidence of on-going personal development and post qualification experience.

Knowledge and Experience:

- Strong experience within a financial department
- Experience in Gift Aid processing preferred
- Experience in managing insurance and banking services within an organisation preferred
- Understanding of the various compliance requirements of an organisation
- Experience in monitoring/auditing for compliance
- Experience of working effectively in collaboration with other agencies
- Excellent communicator

Skills and abilities:

- Sound judgement and decision making
- Ability to work unsupervised and deliver high quality work to tight deadlines
- Able to demonstrate a high level of enthusiasm, commitment and attention to detail
- Ability to anticipate risk and proactively mitigate the situation to minimize or avoid impact on results
- Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multidisciplinary environment
- Team player, co-operate with other staff to achieve results.
- Ability to manage direct reports and delegate tasks where appropriate

Personal Qualities:

- Honesty and integrity
- Enthusiastic and with a drive to achieve
- Demonstrate drive and ambition
- Organised, flexible, innovative and adaptable
- Awareness and commitment to keep strict confidentiality regarding Elim matters and Stakeholders personal details at all times

Other Requirements:

- IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use) and DK accountancy system.
- To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy

DESIRABLES:

- A valid UK driving license
- Committed to Continuous Professional Development via qualification and experience
- Ideally from an Elim/church background, with some understanding of the Elim Ethos

The role is Hybrid – 3 days a week at EIC Malvern and 2 days remote.

Full Time Hours: 36.25

Please contact Paola Easton (Church Finance Manager) for further information

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