# St James in the City & St Mary’s Wavertree

# Finance & Operations Officer

# Job Specification & Application Form

St James in the City & St Mary’s Wavertree are seeking to employ a 15-hour per week Finance & Operations Officer to support our Central Operations Team with the financial running of the Church.

Employer: St James in the City, Liverpool

Hours: 15 hours per week

Hourly Rate: £12.60 per hour

Location of workplace: St James in the City Office: 4 Lady Chapel Close - sometimes Church and home based

Duration of contract: 10 months (with a view to extension)

Holidays: 25 days pro rata + bank holidays

Reports to: Operations Manager

Start date: Dependent on candidate but preferable September 2025

At the beginning of 2024, St James in the City launched their first revitalisation plant with St Mary’s Wavertree. As the churches continues to grow, we are looking to expand a central operations team to work across both churches particularly in the areas of Finance and Operations.

The role:

**Finance**

* Having a clear sense of ‘where we are’ financially
* Downloading, processing and reconciling all transactions for St James in the City & St Mary’s Wavertree
* Assist with weekly monitoring, recording and balancing all Petty Cash handling.
* Communicating and working with lay and paid finance and admin volunteers
* Payroll of all staff and processing of expenses
* Creating and sending out Invoices and following up payments
* Responsible for ensuring financial, confidential information is stored safely, securely and timely.
* Assist with processing of all outgoing bank payments and reimbursements.
* Applying for Gift Aid - or working with the lay volunteers that co-ordinate this.
* Keeping track of monthly giving and donations
* Prepare and generate management accounts on a quarterly basis for the PCC and be involved with financial conversations at the end of the year
* Ensuring correct finance policies are in place
* Creating the Annual Budget with the Operations Manager
* Depending on experience, help with grant funding if time allows.
* Being part of weekly staff meeting when appropriate (Tuesdays 11am-1pm, with lunch 1-2pm)

**Operations**

* Working with our Operations Manager on a variety of back office and preparatory tasks as required and as time allows. Examples are included as follows.
* Co-ordinating staff and volunteers to record attendance in Churchsuite and service register
* Creating, populating and circulating weekly service plans
* Ensuring food and refreshments are provided on Sundays
* Creating staff meeting agenda, lunch and cleaning rotas and take minutes when appropriate
* Helping with co-ordinating of events and church holidays
* Updating Churchsuite Calendar

About St James in the City:

StJ is an Anglican Church in the city centre of Liverpool. It was commissioned 2007 to connect with all aspects of city life and has an aspiration to be a large resourcing church for the city of Liverpool. We are passionate about seeing God’s kingdom built on earth by being a bigger church making a bigger difference. StJ is the lead church within the Liverpool Next Generation network and is ideally placed to reach students and young professionals in the City Centre.

About St Mary’s Wavertree:

In 2024, St James in the City started their first revitalisation project at St Mary’s Wavertree. The congregation is growing in number and in faith and increasing its community engagement. In the past 12 months we have strengthened Sunday services, ran 3 Alpha courses, started midweek connect groups and a stay and play group. All of these are supported by our central operations team.

It would be important for the candidate even though they may not be directly involved in every ministry to understand and grasp the missional vision of our churches.

The main base and regular Sunday attendance would be at St James’. However, the role would be strengthened by occasional (monthly) attendance on Sundays at St Mary’s Wavertree and participation in occasional St Mary’s activities or events. We would like the successful applicant to be a known person within the wider St Mary’s Church community.

The candidate would be part of a vibrant mixed aged staff team and have access to a Church of England pension. It would be preferable if the candidate had their own car.

**Closing Date for Applications: 20th August 2025**

**Interview Date: 26th August 2025**

For an informal chat for further information, please contact Janet Wightman (janet.wightman@stj.org.uk, 07772445216)

**Finance and Operations Officer**

**Application Form**

**Personal Information**

Name (First / M / Last)

Address

Email Home Phone

Mobile Phone

**Qualities & Qualifications**

My primary qualities are:

My Hobbies and interests are:

My formal education, training and qualification includes:

**Character and Ability**

How would you describe your work ethic?

Please give an example of a time you have used your organisation skills

Please give an example of time you have had to solve a problem

Please describe times you have had to….

be responsible:

use integrity:

What 5 words do you think a colleague would use to describe you?

1. 2. 3. 4. 5.

What 5 words do you think a friend would use to describe you?

1. 2. 3. 4. 5.

**Experience**

Please tell us about your finance and administrative experience

Please describe times you have worked well on your own and times you have worked well in a team.

**Faith**

Please tell us about your experience of Faith and Church?

**Final thoughts**

What do you feel you could bring to the team?

Why would you like to join the StJ& StM team?

**Policy Statement**

Our policy is that all team members must provide two references. If applicable, please provide a church leader reference (Other references may be taken up if required). A full DBS may also be undertaken.

Please give details of your Referees

Length of time known:

Capacity:

Name:

Address:

Postcode:

Email:

Phone:

Length of time known:

Capacity:

Name:

Address:

Postcode:

Email:

Phone:

**Criminal record**

Please give details of whether you have had a criminal conviction, caution, reprimand or final warning in this country or any other country. Please state whether you have a police enquiry or prosecution pending in this or any other country. This position is exempt from the rehabilitation of offenders act 1974 and you are required to disclose all conviction, cautions, reprimands or final warnings including those that have become spent for driving offences, please only answer yes if it resulted in a disqualification.

YES NO

**Child protection**

Has your conduct ever caused mental or physical harm to a child or put a child at risk? To your knowledge has it ever been alleged that your conduct has resulted in any of these things?

YES NO

St James in the City will comply with all safer requirement and any offer of employment is conditional on receiving satisfactory information from all the necessary checks. Furthermore, your personal data will be treated as strictly confidential and we will follow all the necessary GDPR. If your application is not successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

Please indicate that you have read this section and understood YES NO

SIGNATURE DATE

Please email to: janet.wightman@stj.org.uk