



We are looking  
for someone to  
join our staff  
team as

# FINANCE OFFICER

12 hours pw

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**Job Title:** Finance Officer

**Job Location:** Holy Trinity Church Office, Meole Brace, Shrewsbury

**Hours:** 12 hours per week (with up to 15 hours available during the initial transition period)

**Pay:** £13.20–£13.70 per hour, with potential for review depending on qualifications and experience.

**Accountable to:** The Operations Manager and PCC of Meole Brace.

**Responsible to:** The Operations Manager

**Contract:** Permanent (subject to 6-month probation).

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**Core Purpose:** To carry out the day-to-day financial administration of the parish and Trinity Centre with diligence, accuracy and integrity — ensuring our financial life is well-ordered, compliant and transparent, and enabling our ministries to flourish.

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### Kevin (Operations Manager) writes...

Thank you ever so much for taking the time to explore this role.

I want to share something at the outset that I feel goes so much deeper than job titles and task lists, because it gets to the heart of why this post matters so much to the life of our community here at Trinity Churches.

When people see a thriving church, they often see what happens on the surface: busy toddler groups, shared meals, warm conversations, moments of care during difficult times, celebrations marked with joy, and gatherings where people feel seen and welcomed.

But behind all of that visible life — behind every open door, every event, every group, every act of welcome — lies something quieter and just as essential:

#### **The steady, faithful work of keeping our finances clear, ordered, and well-held.**

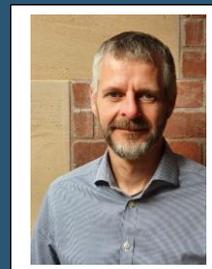
Every community, whether faith-based or not, relies on people who bring structure, integrity and care to its foundations.

When that work is done well, others are freed to flourish. People can give their time, energy, gifts and compassion without being weighed down by uncertainty or confusion. The whole community stands on firmer ground.

That's what the Finance Officer does here. It is not simply balancing accounts; it is enabling ministry. It is creating the conditions in which generosity can be honoured, trust can grow, and practical support can be offered freely and responsibly.

You do not need to be a practising Christian to understand the importance of that. Many people — across different beliefs and backgrounds — feel a deep sense of purpose in work that helps others, that holds things together, that ensures kindness and community doesn't fall through the cracks.

If you are someone who takes pride in accuracy, cares about people, and finds meaning in work that quietly strengthens the whole organisation, then this role may be a place where your gifts make a real difference. Your contribution will help ensure that our welcome is wide, our community is steady, and our ministries — in all their diversity — continue to touch lives.



## KEY TASKS:

### Financial Administration

- Maintain accurate financial records using cloud-based accounting systems.
- Process income from bank transactions, card payments, standing orders, grants and donations.
- Process supplier invoices, staff expenses, volunteer reimbursements and payments.
- Prepare net pay for approval following payroll submissions from external accountants.

### Banking & Reconciliation

- Monitor bank accounts daily/weekly and reconcile all entries.
- Process internal transfers and ensure funds are accurately allocated.
- Support implementation of automated feeds and simplified reconciliation processes.

### Donation & Giving Administration

- Record giving accurately, including restricted funds.
- Support Gift Aid administration as required.

### Compliance & Governance

- Maintain audit trails, digital filing and financial documentation.
- Ensure compliance with PCC policies, charity law and data protection.
- Assist the Treasurer with annual financial preparation and the independent examination.

### Internal Collaboration

- Work closely with the Treasurer, Operations Manager and staff team.
- Provide financial updates as needed while maintaining confidentiality and professionalism.

## TERMS OF APPOINTMENT

- This is a permanent post subject to a six-month probation period.
- 12 hours per week, with flexibility across 2–4 days
- Up to 15 hours per week during the induction/transition phase
- The job description, terms and conditions, and role will be reviewed annually.
- All PCC employees are subject to the terms and conditions of the PCC staff handbook.
- Holiday entitlement will be 5.6 weeks (pro-rata).

## PERSON SPECIFICATION

### Essential

- Strong bookkeeping skills and confidence with financial systems.
- Excellent attention to detail and accuracy.
- Ability to prioritise, organise and work independently.
- Integrity, confidentiality and reliability.
- Good IT skills (Excel, cloud storage, digital filing)
- Ability to work well within a team environment
- Sympathetic to the values, ethos and community life of Trinity Churches.

### Desirable

- Accounting qualifications (e.g., AAT)
- Experience with charity finances
- Experience with cloud-based Accounting Systems
- Experience in a community, voluntary sector or church-based environment

## SAFEGUARDING

Safeguarding is everyone's responsibility.

This role does not involve regulated activity, but requires adherence to safeguarding expectations, confidentiality and data protection. Training will be provided.

# Trinity Churches

Trinity Churches is a vibrant Christian community rooted in Meole Brace and Radbrook Green, and serving the wider Shrewsbury area. In all that we do, we long to become more like Jesus — rooted in Scripture, open to the Spirit, and energised by prayer. We live out this calling through a set of values that shape our life together:

## All Ages

We cherish being a community where people of every age and stage of life find belonging. From our youngest children to our older members, we believe everyone has a place in the family God is forming here.

## Authentic

Jesus promised fullness of life even in a broken world. We seek to live with integrity, humility and compassion — honest about our own journeys while creating spaces where others can be real, supported and known.

## Generous

We believe in giving our best: our time, skills, resources, creativity and care. This generosity fuels our ministries, sustains our community life, and enables us to serve others with open hands

## Hospitable

We want to be a place where everyone is welcomed warmly, included fully, and invited into life-giving community. Across our gatherings and through the Trinity Centre, hospitality is one of the ways we express God's love in very real and practical ways.

## Pioneering

We seek to meet the needs of every generation with courage and creativity, stepping into new opportunities and serving our parish and town in ways that speak hope, relevance and love

Across Sundays and throughout the week you'll find us living out these values in toddler groups, youth work, pastoral visiting, community partnerships, courses, midweek gatherings, and the many everyday acts of service that knit our life together. The Finance Officer plays a vital part in enabling this whole ecosystem of welcome, compassion, courage and generosity to flourish.



Trinity Churches is a fabulous expression of 'God's amazing family' full of wonderful people. The team here is a lovely community - supportive, encouraging and caring. Whether or not you are a person of faith you will find a warm welcome and much to be enthused about.

You'll have the chance to work alongside a wide variety of people who will want you to feel appreciated and who are working to give of their best in all circumstances.

If that appeals to you, then we would love you to come and join this wonderful team!

Fi, Associate Vicar

## The financial life you would help steward:

Each year our parish oversees a significant financial trust on behalf of the community we serve. In 2024, our core income was **£403,000**, with expenditure of **£387,000**, enabling the wide range of ministry, pastoral work and community activity that happens across Meole Brace, Radbrook and the Trinity Centre. Our staff team includes around **21 employees** across church, ministry and centre operations, supported by volunteers and clergy.

As Finance Officer you would help steward this financial ecosystem with accuracy and integrity — ensuring that our ministries, staff, volunteers and community spaces continue to flourish upon a healthy and sustainable foundation.

Want to find out more? We'd love to talk to you informally and run through this exciting role.

Please contact Kevin Pilsbury (Operations Manager) at [kevin.pilsbury@trinitychurches.org](mailto:kevin.pilsbury@trinitychurches.org), or give us a call on 01743 362399.

The Trinity Centre, Meole Brace, Shrewsbury SY3 9HF

Website: [www.trinitychurches.org](http://www.trinitychurches.org)

