

CAPERNEWRY



APPOINTMENT OF
FINANCE MANAGER



BACKGROUND TO CAPERNWRAY

Capernwray Hall is an interdenominational international, Christian Bible School and Holiday Centre located near Carnforth in Lancashire.

Established in 1947, it has gained a reputation as a centre for full-time studies, holidays and short-term teaching programmes aimed at enabling individuals to experience the life-changing work of Jesus Christ.

The full time study course (up to NQF Level 3) provides practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be.

The holidays and shorter programmes provide refreshment and relaxation in an environment that enhances the teaching of the Word of God.

Capernwray accommodates up to 180 students for a year's Bible course and an equivalent number of guests for holidays and conferences. There are approximately 30 full and part time staff and a similar number of volunteers serving throughout the year. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world.

Please see the website for further information.



CAPERNWRAY FROM PAST TO PRESENT

Capernwray Hall opened as a Christian holiday and conference centre in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, having had a strong link with post second world war Germany and drawing European youth to the North of England. The short-term Bible School was established as a follow up to young believers, enabling them to deepen their faith and understanding of the Scriptures.

Since then Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the holiday and Bible school programmes. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students as well as its strong association and partnership with centres around the world under Torchbearers International.

PERSON SPECIFICATION

The person appointed will be expected to have the key essential skills, knowledge and experience listed below. The items under the heading 'desirable attributes' will also be useful for the post holder. However, candidates who do not have these desirable attributes should not be deterred from submitting an application.

Accountability: Takes responsibility for own behaviour and the consequences of own actions and acts in accordance with organisational standards.

Team and Collaboration: The ability to work cooperatively and effectively with others in order to achieve shared aims and objectives.

Relationship Building: The ability to develop, maintain and strengthen partnerships with others inside or outside the organisation that are of mutual benefit.

Performance Management: Sets clear and challenging objectives, encourages high performance.

Essential Skills: Accountancy qualification.

Knowledge and Experience:

- Excellent Excel skills, and strong other Microsoft office skills.
- Experience of handling and preparing budgets.
- Excellent interpersonal skills and the ability to act as the main point of contact on financial issues.
- Ability to think and plan strategically.
- Excellent verbal and communication skills, including being able to communicate financial matters across the organisation.
- Good understanding of pension administration.

Desirable Attributes:

- Experience of working in the charity sector and of Charity SORP.
- Experience of Christian education and/or Christian residential ministry.





KEY RESPONSIBILITIES SPECIFIC TO THIS ROLE

- Deliver an effective financial strategy to ensure the integrity of the financial management of funds (received primarily through Bible School and Holiday Programmes).
- Set the annual budget in consultation with the Managing Director for approval by the Board of Trustees.
- Monitor and forecast performance to ensure the charity operates within budget and justify any variances.
- Maintain cash flow projections for the current and future years, depreciation of assets commentary, and management accounts.
- To maintain the accounts of the charity and prepare accounts for submission to and liaison with the charity's auditors.
- Liaise with auditors and banking officials on all matters in relation to charity accounts and investments.
- Oversee the submission of annual returns to the Charities Commission, Companies House, the Pensions Regulator and other bodies as required.
- Work with the Managing Director in setting departmental budgets in accordance with departmental development plans, and to monitor the departmental spend alongside the department heads.
- Oversee handling of all the charity's income and expenditure, including regular banking, cash handling and credit card service provider, VAT and payroll.
- Manage the charity's contracts, tenancy agreements, leases, hire agreements and renewals in conjunction with department heads - e.g. utilities, telecoms, copiers etc.
- To identify external sources of funds which could assist the charity in its purposes and to seek to access such funds as may be found, along with donor communication and Gift Aid returns.



KEY RESPONSIBILITIES FOR ALL CAPERNWRAY STAFF

- To contribute to the Capernwray Holiday & Events Programme, in consultation with the Holiday Programme & Events Manager.
- To co-lead a 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it.
- To participate fully and warmly in Capernwray's community life, including attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry's functioning as prove necessary and reasonable.
- To identify and source opportunities and resources for continuing personal and professional development, in consultation with the Managing Director.
- As required, to promote and represent Capernwray locally, nationally and internationally, in consultation with the Managing Director.
- To willingly and regularly affirm the ministry's Statement of Faith, Principles and Practices, Mission Statement and Values.



TERMS & CONDITIONS AND HOW TO APPLY

This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's Statement of Faith.

Salary: Related to experience and appropriate level of responsibility.

Annual Leave: 28 days per annum increased to 30 days after five years' service. Holiday year runs from April to March.

Hours of Work: 40 hours a week. Normal office hours are Monday to Friday but there are some Saturday events when staff are required to be involved.

Pension Scheme: Auto-enrolment pension scheme. Current contribution rates are 5% for employee and 7.8% employer.

Additional Benefits: The Charity provides death in service benefit and Permanent Health Insurance following successful completion of an initial period.

Completed application forms should be sent to the Bursar:
phil.burt@capernwray.org.uk

Or posted to:
Bursar, Capernwray Hall
Carnforth LA6 1AG

Closing date: 25th March 2019



STATEMENT OF FAITH

- We accept the whole Bible as the inspired revelation of God to man.
- We believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him the Father created all things.
- We believe that the Lord Jesus Christ became Man through the miraculous operations of the Holy Spirit, and that He was without sin.
- We believe that the Lord Jesus Christ, the Lamb of God, died willingly in the place of sinners, to become the Redeemer of this fallen World, and the only Mediator through Whose atoning Blood, and by faith in Whom alone, we receive forgiveness of sins.
- We believe that the Lord Jesus Christ rose again from the dead, appeared to His disciples, and returned to the Father; that on the day of Pentecost He came in the Person of His Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Church, the Body of Christ on earth, a Fellowship of all true Believers, of which He is the Head.
- We believe in God the Holy Spirit, co-equal Member of the Trinity, and that He is present in the hearts of all who through faith have received the Lord Jesus Christ as Saviour, and who are thereby born again, the children of God, who is the Father of them that believe.
- We believe that the Lord Jesus Christ is coming back again in Person to this earth and that by Him God will judge the World.