The Church of Scotland

Appointment of

FINANCE MANAGER – CONGREGATIONAL FINANCE

Stewardship and Finance Department

Closing date – 12 noon Monday, 16 November 2026

Job Reference Number: 2326

Responsible to: Deputy Treasurer – Wider Church



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Central Services Committee

Providing the support functions to the Church and to the Councils of the Church, the Central Services Committee (CSC) recruit for areas such as Central Properties, Human Resources, IT, Law and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly, Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its Forums, Committees, Presbyteries and Congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

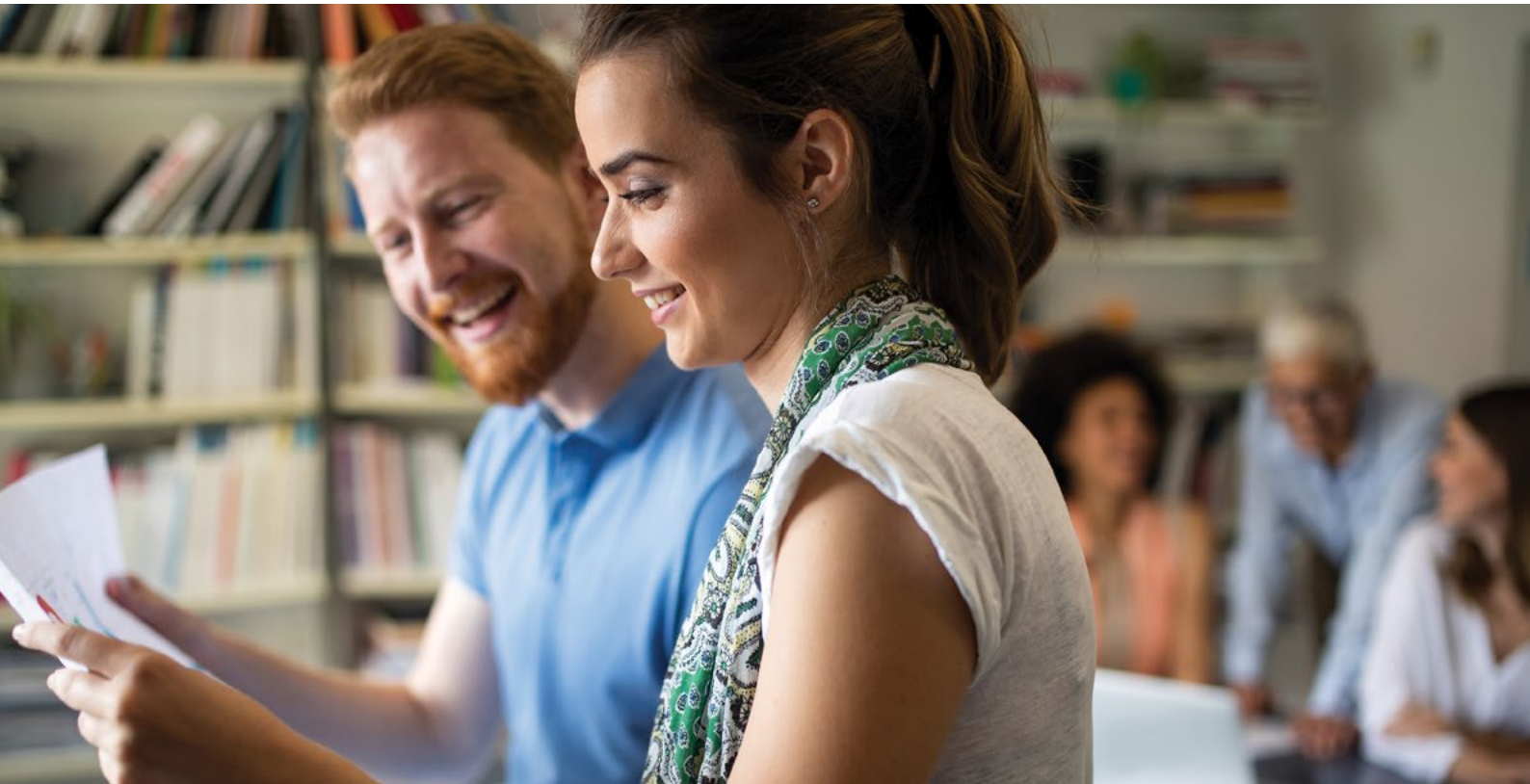
Grace - Acting with humility in all our endeavours
Integrity - Acting with honesty, responsibility and accountability
Respect - Valuing others, ensuring inclusiveness and equality
Professionalism - Demonstrating commitment and striving for excellence
Collaboration - Working together to connect and communicate in an open and transparent environment
Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



About the Department

The Stewardship and Finance team is a team of 29 people, comprising qualified and part-qualified accountants, support staff and regionally based stewardship consultants. It provides support to the whole church, including its statutory corporations - General Trustees, Investors Trust, Church of Scotland Trust, to the Pension Trustees and congregations and presbyteries.



Role description

Title of Post:

Finance Manger – Congregational Finance

Responsible to:

Deputy Treasurer – Wider Church

Purpose of Post:

As a member of the senior management team in the Stewardship and Finance Department, with responsibility for the provision of accounting and financial advice to congregations and the wider church and maintenance of the system for Giving to Grow contributions.

Main Duties

In addition to the detailed essential skills and abilities, a degree of flexibility is required as the duties may be subject to change, in discussion with the postholder.

Congregational Finance

- Responsibility for the detailed review and analysis of congregational accounts, maintaining the Income Base statistics that underpin the calculation of Giving to Grow contributions, the Church of Scotland's principal source of income.
- Operational management and administration of the Giving to Grow scheme.
- Issuing reports to presbyteries and to congregations.
- Maintaining appropriate systems and controls to ensure Giving to Grow contributions are collected.
- Recalculating Giving to Grow contributions of congregations to take account of changes in circumstances during the year including linkages, unions, application of vacancies and revision of income.

Compliance

- Monitoring the attestation of congregational accounts by presbyteries to ensure compliance with OSCR and Church of Scotland regulations and follow up on points arising.
- Monitoring the submission of congregational accounts to the National Office and to OSCR, and overseeing follow-up procedures where accounts or returns are not submitted within required timescales.
- Helping congregations and presbyteries understand and comply with the Church's financial regulations.
- Providing first-line accountancy support and technical guidance to congregations and presbyteries, escalating complex or sensitive matters to the Deputy Treasurer (Wider Church).
- Escalates cases of poor governance and/or potential fraud in line with the Church's Anti-Fraud Policy and Fraud Response Plan.

Systems Analysis and Review

- Maintaining and developing systems for collecting, validating and analysing congregational financial data used in the calculation of Giving to Grow contributions.
- Developing and implementing improvements to financial reporting, enabling more accurate analysis of congregational income and trends.
- Supporting the implementation and ongoing development of Giving to Grow and successor schemes, working closely with colleagues across the Stewardship and Finance Department.
- Maintaining clear procedures and documentation relating to the calculation and administration of Giving to Grow contributions.

Stewardship and Finance Department

- Serving as a member of the department's Senior Management Team, contributing to the implementation of consistent financial controls, sharing knowledge, attending meetings and assisting in the development of accounting and reporting systems.
- Leading and developing the Congregational Finance Team, ensuring high standards of service, support and professional development.

- Providing timely support and responses to congregations, presbyteries, colleagues and other stakeholders.
- Such other duties as may be specified from time to time by the General Treasurer, Deputy Treasurers, including holiday and sickness cover for other members of staff.
- Assisting with internal and external audits.

Other Duties

- To contribute fully to the Central Services Committee Performance and Development Review (PDR) process.
- Uphold all six Central Services Committee values while carrying out duties.
- Any other reasonable duties as directed by management.



Person Specification

As well as being qualified accountant (ACCAB or equivalent), the successful candidate will have:

- Minimum of five years' post qualifying experience and ongoing Continuing Professional Development.
- Good working knowledge of charity accounts and the SORP: Statement of Recommended Practice.
- Knowledge of charity accounting regulations.
- Experience managing and developing staff.
- An excellent communicator with the ability to confidently communicate financial information to non-finance people.
- Expert user in computerised accounting systems and the use of MS Excel.
- Experience of reviewing and implementing financial systems.
- Ability to offer technical guidance on charity financial accounting.
- Excellent organisational skills and the ability to introduce and manage change within an organisation.
- Ability to work under pressure, set and meet deadlines.

It is also desirable, however not essential, that the candidate will have:

- Understanding of the work of the Church of Scotland and its governance structures.
- Experience of using Xledger accounting software.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	**Employer Contribution**
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit (linked to membership of the pension scheme).

Terms and Conditions

- The salary scale for this post is £51,848 - £57,364 per annum. The successful applicant will start on point 1 of the scale and will progress on an incremental basis on 1 July of each year.
- The hours of work are 35 per week worked Monday to Friday although the postholder will be expected to work such hours as are required for the effective and conscientious discharge of his/her duties and responsibilities. A system of flexi-time applies to this post.
- We have hybrid working and arrangements for this role will be discussed with the successful candidate. The post is based in Edinburgh at the Church Offices in 121 George Street.
- There are 29 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 34 days after five years' service. There are also six statutory holidays.
- The National offices at 121 George Street, will close for the period 25 December, reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi-leave; to cover this period.
- The successful applicant will have the opportunity to join a defined contribution pension scheme.
- Level 2 Disclosure Scotland will be required.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- An employment medical check will be undertaken as part of our recruitment process.

For a confidential discussion regarding the role, please contact Emma Marshall, Deputy Treasurer (Wider Church) emarshall@churchofscotland.org.uk

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**

