



COMMUNITY OF THE RESURRECTION

Finance Manager

Role profile

The Community of the Resurrection is a long-established monastic brotherhood in the Church of England, functioning as a Charity of medium size based in Mirfield in West Yorkshire. It works with partner organisations to promote Christian life through education and pastoral care. The Community has in recent years strengthened the sustainability of this work by developing income-generating activities.

The Finance Manager will oversee all community and site financial affairs, including income, expenditure, royalties and investments, working with the Bursar of the College of the Resurrection to ensure the site's financial sustainability. He or she will have care for the Finance Administrator, and will work closely with the Community Bursar and Assistant Bursar, and the Operations Manager.

Key qualities for the role include: effective financial decision-making, and the working with others that enables this; good, supportive communication at all levels; the ability to motivate others; and a focus on achieving and sustaining results. The person the Community is looking to appoint will have a readiness to assist as needed, working closely with the brethren of the Community whose home this is.

This is a unique opportunity to use your financial and accounting skills to make a difference to the current and future management of one of the largest Monastic Orders in the Church of England. It will be both challenging and intensely rewarding and we look forward to receiving your application.

Responsible to: The Chapter of the Community, reporting to the Superior

Responsible for: Financial administration

Location: Community of the Resurrection, Mirfield

Salary: Negotiable according to experience

Role Summary

- Collaborate closely with the Operations Manager.
- Renew and maintain the Charity's Business Plan in consultation with the Operations Manager
- Oversee staff payroll system
- Manage staff pensions
- Maintain smooth financial running of the Charity, operating agreed financial controls
- Deliver correct monthly management, quarterly and year-end accounts
- Produce an annual budget and control its operating in consultation with the Operations Manager
- Prepare bi-annual Gift Aid claims
- Manage the investment process to allow the Community to fulfil its aims whilst receiving the best possible return
- Liaise with the Community Bursar to take care for brethren's personal financial affairs.
- Collaborate closely with the College of the Resurrection Bursar to deliver joint accounts for a financially integrated site.
- Manage the finances required for any project in liaison with the Operations Manager.
- Present clear reports of financial information and financial planning to the CR Trustees and CR financial advisers when required.

Dimensions of the Role:

The Finance Manager is responsible to the Chapter of the Community.

He/she reports to the Superior CR and works primarily with:

1. Operations Manager
2. Community Bursar and Assistant Bursar
3. Finance Administrator
4. College Bursar

and has direct line management responsibility for the Finance Administrator

Other Key Relationships:

- Brethren, including the Superior and CR Trustees
- Colleges' Principals, Vice-Principals and Secretaries
- CR's external Accountant, Investment Manager and financial advisers

Hours of work	=	16 hours per week
Days of work	=	Ideally 4 hours per day, Mon-Thurs, in office hours at CR

Knowledge, Skills, Experience and Qualities

Knowledge :

Essential

1. Book keeping
2. Management accounting
3. Sage accounting
4. Payroll systems
5. Gift Aid
6. PAYE and National Insurance
7. VAT

Desirable

1. Charity accounting and legislation
2. Royalty agreements
3. State pensions and benefits
4. Investments

Skills:

Essential

1. Good communicator in all forms of communication, with a broad spectrum of people, internal and external
2. Strong leadership skills, including analysing, prioritising, taking decisions, motivating others, building agreement to achieve change
3. Ability to multi-task, prioritise a busy and varied workload
4. Efficient administration
5. Attention to detail
6. Research and present reports
7. Record keeping
8. IT competence

Experience:

Essential

1. Using own initiative
2. Operating budgets, cost control and margins
3. Business planning
4. Professional interaction with the public
5. Working in a pressurised environment, maintaining quiet and calm

Personal Qualities:

Essential

1. Broad sympathy for the life and mission of the Community and other site users
2. High standards

3. Self-motivated and self-organising
4. Forms supportive relationships with colleagues
5. Willing to organise, attend and contribute to meetings
6. Good team player with flexibility and awareness of “bigger picture”
7. Robust, with the willingness to take difficult decisions and deliver unwelcome news with sensitivity
8. Values life-long learning and willing to attend training courses

Desirable

1. A cheerful outlook and sense of humour.

Compiled by: Adele Hannah and Oswin CR

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