



St Anne's Limehouse

Hawksmoor 300: A landmark for Limehouse

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| JOB TITLE: | Financial Controller & Admin Officer (3 days = 22.5 h/pw) |
| DURATION: | One-Year Contract (Possibility to extend) |
| RESPONSIBLE TO: | Campaign Director |
| SALARY: | £36,000 pa, pro-rata – inclusive of oncosts |

About St Anne's Limehouse

St. Anne's Limehouse is embarking upon a major new chapter in its remarkable history as it moves towards its tercentenary celebrations in 2030. The Church is a landmark building in the area, and its high and imposing Tower was designed to be visible some distance away by ships in the local docks and from the Thames. It is extremely important in the context of our built heritage whilst also being a vitally important anchor in Limehouse's history, religious life, and secular community.

St Anne's Church is Grade I listed and was completed in 1730 to the designs of architect Nicholas Hawksmoor - one of the most significant church buildings in the UK, it is considered an epitome of the English baroque movement.

The building is currently on Historic England's Buildings at Risk Register because of its poor conditions and chronic unresolved problems. The PCC wishes to address the building's problems once and for all, and believes comprehensive capital improvements will be the catalyst for sustainable change. Informed by recent audience research, these changes will transform how the local community engage with and experience the Church. The project is therefore seen as a major opportunity to capture wider audiences, to break down cultural barriers and deepen social cohesion.

Executive Summary

To enable us to work towards an anticipated Delivery Grant of £3.5m by the National Lottery Heritage Fund (NLHF), St Anne's has been awarded a Development Grant in excess £600,000. The role of the Financial Controller is to manage these funds. Applicants will have the right experience and qualifications to manage all the financial and administrative aspects of the Fund. S/he will be reporting regularly to the Campaign Director, the PCC Treasurer and the Project Board. Key to the role will be the ability to work effectively with the National Lottery Heritage Fund, the Project Design Team, in particular its Cost Consultant, and other consultants assisting with project deliverables.

The successful candidate will be self-motivated, a good communicator and have a good knowledge and experience of managing project finances and associated admin tasks.

Key Tasks

- Managing all project's financial and accounting operations in line with the NLHF requirements
- Closely monitoring the achievement of key financial milestones including all expenditure and forecasting revenue in line with the St Anne's Limehouse Development Phase

- Ensuring that grant claims and reporting for the project funder meets the agreed requirements and timetable for draw down
- Ensuring compliance with regulations and managing risk
- Maintaining financial controls and procedures ensuring they always run smoothly
- Entering purchase invoices and expense claims on accounting software and maintaining digital filing systems
- Checking expenditure has been authorised in line with PCC policy and procedure
- Setting up payment runs
- Reporting into the monthly Project Board meetings with cashflows and updated budgets
- Managing organisational and office administration, including furnishing campaign related meetings, including minute-taking, record-keeping, schedules and documentation
- Managing supplies, databases and IT systems in relation to the project

Person Specifications

- Experience of preparing NLHF accounts
- Experience of developing systems of internal financial control and risk management
- Experience of networking and building professional relationships both internally and externally.
- Experience of developing and automating financial reports.
- Experience in recovering VAT
- At least three years-experience in managing project finances and administration tasks.
- Self-motivated, a good communicator, and very collaborative

How to Apply

Please apply by providing a copy of your CV and a letter of application to hawksmoor300limehouse@gmail.com stating how your skills match the job requirements and what you'd bring to the post.

The deadline for the receipt of applications is **Friday 25 August 2023**.

Interviews will take place on **6th & 7th September 2023**.