

UNIVERSITY  
CHURCH



# Finance Officer

APPLICATION PACK

# From the Vicar



Thank you for your interest in the role of Finance Officer at St Mary's. The Finance Officer plays a vital role at the University Church in providing effective and efficient management of all Church Finances, covering the Parochial Church Council, St Mary's PCC Ltd (our trading company), and the De Brome Trust, a parish charity. Working with the Vicar and the PCC Treasurer, they have a key role in ensuring that our financial management is robust and that we comply with all relevant legislation.

St Mary's stands in the centre of Oxford, between Radcliffe Square, the historic heart of the University, and the High Street of a bustling and diverse city. Our relationship with the University of Oxford has been integral to our mission and identity over many centuries, and yet we know we must be proactive in finding ways of relating to the life and work of a modern research University. At the same time, the city of Oxford provides a stimulating context for ministry and for collaboration with other churches and organisations. Through a wide range of events and activities, from the Oxford Festival of the Arts to the Interfaith Friendship Walk, we seek creative opportunities for serving our city and enabling all of its inhabitants to flourish and belong. It is important that the post holder is in sympathy with our mission and values.

If you would like any further information about the post or an exploratory conversation, please do not hesitate to get in touch with me.

With every good wish,

A handwritten signature in black ink, appearing to read 'Rev. Dr Lamb'.

The Revd Canon Dr William Lamb  
Vicar, The University Church of St Mary the Virgin, Oxford

If you would like an informal conversation about this post, please contact me by emailing [vicar@universitychurch.ox.ac.uk](mailto:vicar@universitychurch.ox.ac.uk).

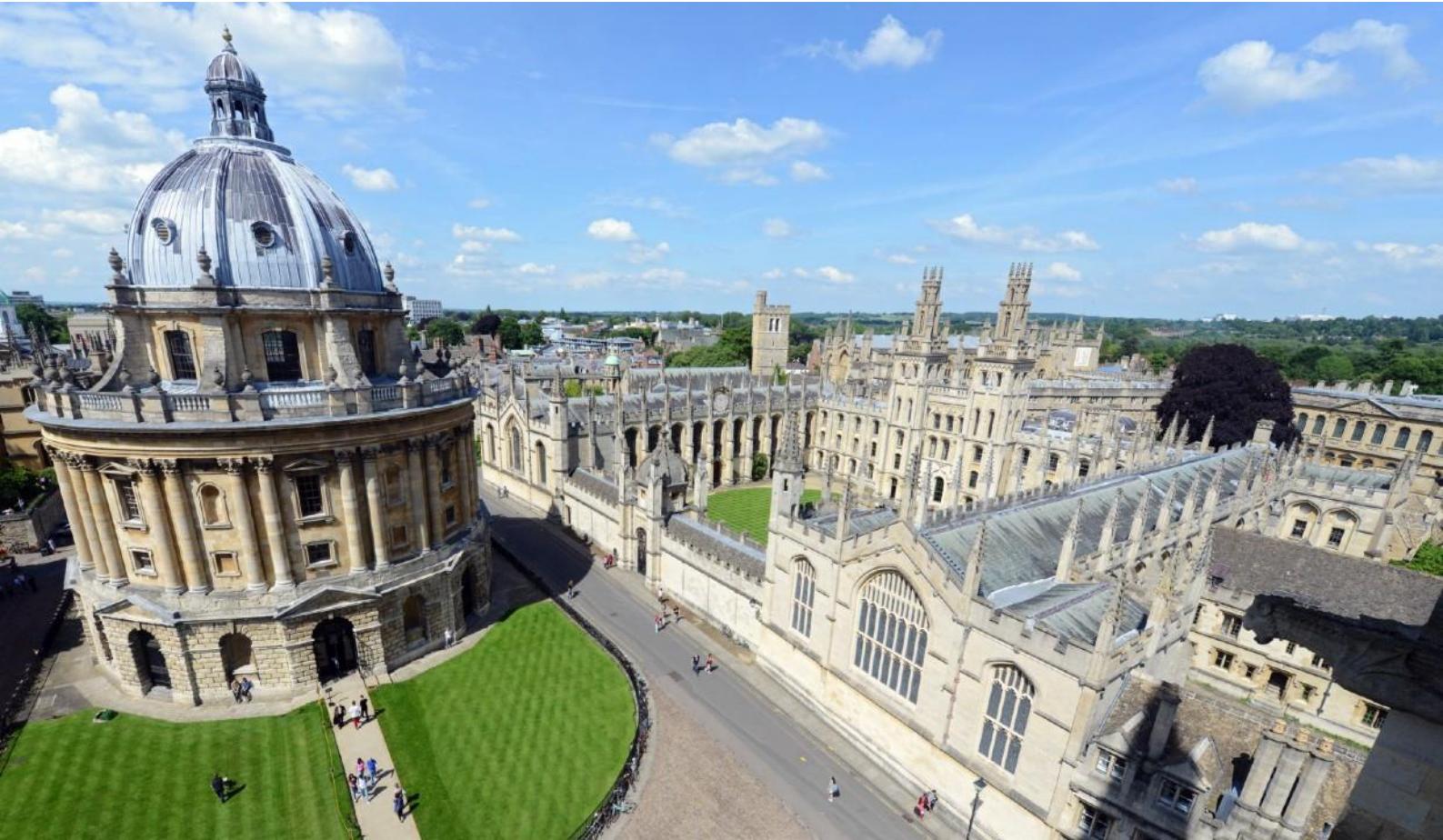


# Location and Setting

St Mary's is a vibrant and inclusive church in the centre of Oxford with strong links to the University of Oxford.

The University Church is a significant city centre church at the heart of Oxford. There has been a church on this site for over a thousand years. It is also the site of many of the earliest activities of the University of Oxford. Although St Mary's remains a parish church it continues to serve the University community through formal links and many informal relations. Among these are University Sermons, preached twice a term before representatives of the university, and memorial services for university members. A collaborative and supportive relationship with the college chaplaincies is vital for the flourishing of both the University Church and the chaplaincies. The church also provides one of the larger venues for concerts, award ceremonies, services and other occasional events held by community or university organisations. It functions and feels like a blend between a small cathedral and a large parish church. The church attracts over 500,000 visitors per annum, making it one of the most visited churches in the country. With its unique position, it affords very wide opportunities for ministry and service.

St Mary's is a building of great historical importance, which has witnessed some of the major events in English church history: the trial of Thomas Cranmer, the preaching of John Wesley, and the Anglican ministry of St John Henry Newman, who was the Vicar from 1828-1843. In a city of dreaming spires, its spire dominates the Oxford skyline from every angle.



# Ministry

St Mary's has a threefold ministry: to the University, to a gathered congregation drawn from all parts of the city, and to visitors.

St Mary's stands in the modern catholic tradition of the Church of England, with a critical and exploratory approach to theology, while valuing the historical continuity of liturgical worship. We strive to be a place of intelligent and faithful Christian witness, unafraid to engage with the modern world. All lay staff working at the University Church recognize that the pattern of worship and the development of congregational life are integral to our life together.

In recent years, our ministry has been characterised by a particular concern for those on the margins of society and by a genuine commitment to inclusion. This has involved supporting a number of campaigns and initiatives: Asylum Welcome, Oxford Pride, the Oxford Winter Night Shelter, the Porch, the Gatehouse, Crisis Skylight and the Old Fire Station, the Oxford Community Emergency Foodbank, Oxford Community Action, and Climate Action. A commitment to social justice and care for creation are important accents in our life together. In a world where trust and confidence in institutions has eroded in recent years, we want to engage with those 'on the penumbra' of church life, particularly those who find themselves searching for beauty, goodness and truth, but who have been bruised by a past encounter with organised religion. We want to continue to offer those who are within and without the church a place where they can deepen their spirituality and their sense of the divine presence. We want to do so from a confident, joyful Christian perspective, anchored in the historic catholic faith.



# Arts, Heritage and Hospitality

The church provides one of the larger venues for concerts, award ceremonies, services and other occasional events held by community and University organisations. The De Brome Chapel is often used for exhibitions. The Operations Manager is responsible for managing events and ensuring that everything 'front of house' runs smoothly. Bookings for concerts and all other events are managed by the Bookings Officer.

The Church Shop is located on the north side of the Church at the Tower Entrance. The Tower affords one of the best views of Oxford, and approximately 100,000 visitors climb the tower each year. The Shop Manager and Assistant Shop Manager are responsible for managing the shop.

The precincts of St Mary's also include the church café. Above the café is the Old Library which is used for fine dining and hospitality, as well as lectures and the Church's educational programme (including conferences). The café operates under a licence agreement but is an integral part of our ministry of hospitality.

Operations Assistants work with the Operations Manager to deliver hospitality, maintain the University Church, and provide a safe and secure environment. Events include occasional offices (baptisms, weddings, and funerals), concerts, conferences and seminars, as well as guided tours of the church and dinners in the Old Library.

The Finance Officer plays a key role in ensuring that money is banked efficiently, and that our financial procedures are followed at all times.



# The Staff Team

## Church Staff and Volunteers

### *Ministry*

- Vicar
- Associate Vicar
- Chaplain for Children, Families and Schools
- Assistant Curate
- Associate Priest

*A number of clergy assist regularly and form part of the ministry team. The Associate Priests are licensed to the parish and work either part-time or are self-supporting ministers. In addition the parish benefits from a number of College Chaplains and Honorary Chaplains, including five very active retired clergy.*

### *Administration and Facilities*

- Administrator
- Facilities Manager
- Finance Officer
- Communications and Volunteering Officer
- Livestreaming Assistants
- Cleaners
- Volunteer Welcomers

### *Events*

- Operations Manager
- Bookings Officer
- Event Supervisors
- Operations Assistants
- Head Steward and Stewards (volunteers)

### *Music*

- Director of Music
- Organist
- Vicar Choral and Music Administrator
- Choir and Choral Scholars

## St Mary's (PCC) Limited Staff

- Shop Manager
- Assistant Shop Manager
- Shop Supervisors
- Shop Assistants

# Finance Officer

Role Title: Finance Officer  
Hours of Work: 2 days per week (15 hours)

## Benefits

Staff members are entitled to 28 days' holiday with pay every calendar year including bank and other public holidays for full-time employees, based on a five day week. Holiday entitlement for part-time workers will be pro-rated accordingly. The Church's holiday year runs from 1 October to 30 September.

## Main Purpose of the Job

To provide effective and efficient management of all Church finances, covering St Mary's PCC (PCC), St Mary's PCC Ltd (PCC Ltd), and the De Brome Trust (DBT), and to manage the day to day accounting procedures and recording of all financial transactions accurately on the financial software.

## Principal Responsibilities

*These cover St Mary's PCC, St Mary's PCC Ltd, and the De Brome Trust unless otherwise stated:*

- Manage the Church's financial records professionally and confidentially.
- Bank all cash and cheques received, including collection boxes.
- Pay all invoices and expense claims in a timely manner.
- Prepare VAT returns and make payments to HMRC.
- Prepare monthly payroll data, in consultation with departmental managers as appropriate, and the company managing payroll;
- Pay PAYE/NI to HMRC by the due date each month.
- Pay premiums into the relevant pension schemes (NEST & Church of England Funded Pension Scheme).
- Pay parochial fees to the Diocesan Board of Finance;
- Process Gift Aid claims each quarter;
- Maintain and reconcile the bank accounts.
- Maintain the nominal ledgers.
- Monitor all income due, maintain an aged debtors listing and collect outstanding amounts.
- Monitor expenditure against budget headings and report any variances to the Vicar and Treasurer.
- Prepare monthly management accounts for approval by the Vicar and the Treasurer.
- Assist the Treasurer and Finance Committee in the preparation of the annual budget.
- Liaise with departmental managers as appropriate to obtain and distribute relevant financial data.
- Liaise with the Accountants regarding transfers and the preparation of the annual accounts.
- Act as Clerk to the Trustees of the De Brome Trust.
- Support the administration of the Church Office.
- Participate in an annual appraisal.
- Follow the policies and procedures outlined in the Staff Handbook.
- Maintain a healthy and safe environment for yourself, colleagues and visitors – reporting and dealing with any hazards as necessary.
- Carry out any reasonable request of the Vicar, Treasurer or Churchwardens - this could include any task deemed to be within your capabilities.
- Undertake all training required in order to fulfil your responsibilities.

# Person Specification

## Qualifications, knowledge and experience

### Essential

- 5 GCSEs A\*-C/9-4 including Maths and English, or equivalent
- Working knowledge of general book-keeping
- Working knowledge of MS Office, in particular Word, Excel and Outlook, and other IT systems

### Desirable

- Fluency with Xero, Sage or other financial software
- AAT qualification

## Skills, abilities and aptitudes

### Essential

- Excellent oral and written English, and an ability to present information clearly in person, on the phone, and in writing
- High attention to detail and accuracy
- A high standard of numeracy
- Strong analytical skills
- Highly organized, motivated, able to demonstrate initiative, and meet deadlines
- Track record of implementing changes and improvements to increase accuracy, efficiency, and cost reductions
- Excellent interpersonal skills, able to develop effective working relationships with a broad range of people
- Track record of implementing financial policies and procedures
- Commitment to confidentiality, integrity and data compliance

## Work-related personal qualities

- Ability to work independently
- An efficient, flexible, and effective team player
- An enthusiastic, self-motivated and positive demeanour
- Neat and smart appearance, with pride in high presentation standards in all aspects of their work
- Comfortable working in a Christian environment and in sympathy with the ethos of the Church of England
- Right to work in the UK

## **Terms of the Appointment**

The salary will be in the range of £32,080-34,610 pro rata. New appointments normally start at the first appropriate point in the grade. However, in exceptional circumstances a higher point may be considered. The appointment is permanent with a six-month probationary period. The notice period during probation is one week, one month thereafter.

The post is subject to current safeguarding legislation and the Diocese of Oxford's safeguarding policy. The post-holder will be required to undergo a basic DBS check and undertake appropriate safeguarding training.

Work will be offered subject to providing evidence of the right to work in the UK, obtaining satisfactory references, and signing a contract of employment.

## **Application**

Candidates should complete the application form. Please note that a curriculum vitae will not be accepted in its place. Candidates should include the names and contact details of **two** referees. At least one of the candidate's referees should be their most recent employer.

Applicants who wish approaches to referees to be made only if they are being called for interview or are in receipt of a conditional offer are asked to state this on the application alongside their full contact details. In all cases two referees must be identified.

Referees must be over 18 and must not be family members or relatives. 'Self-supplied' or 'to whom it may concern' references will not be accepted. A minimum referencing period of two years is required. A basic DBS check will be required for this role. The DBS check will be processed once candidates have received a provisional offer of employment.

Applications should be addressed to:

The Administrator  
University Church  
High Street  
Oxford OX1 4BJ

Tel: 01865 279110  
Email: [admin@universitychurch.ox.ac.uk](mailto:admin@universitychurch.ox.ac.uk)  
Website: [www.universitychurch.ox.ac.uk](http://www.universitychurch.ox.ac.uk)

Applications close at 12 noon on Thursday 5 March 2026

## **Interview Procedure**

Shortlisted candidates will be asked to attend an interview on the morning of Friday 13 March 2026. Candidates are asked to keep this date free. All applicants will be informed by email whether they have been shortlisted by 5.00pm on Monday 9 March 2026.