



Job Description

Job Title	Finance Operations Manager
Area/Department	Retired Ministers' Housing Society
Reporting to	Chief Executive Officer
Direct Reports	None
Location	Church House, 86 Tavistock Place, London, WC1H 9RT
Travel	None
Working Hours	Part time 21-28 hours per week
Job Summary: The Finance Operations Manager is responsible for the management of finance activity within the RMHS. The role ensures the accurate and timely processing of financial transactions, the effective management of accounts payable, and robust management accounting. The postholder plays a key part in budget-setting, forecasting, financial reporting, and supporting RMHS's strategic objectives by ensuring compliance, transparency, and efficiency in all financial processes.	

Background:

The Retired Ministers Housing Society (RMHS) exists to assist retired and retiring ministers to meet their housing needs during retirement, aiming to provide appropriate housing suitable for long-term occupation.

It maintains around 260 properties tenanted by retired ministers, arranging inspections and repairs and manages around 20 properties occupied as manses by centrally appointed ministers.

The United Reformed Church Retired Ministers' Housing Society Ltd. is a registered Community Benefit Society under the Co-operative & Community Benefit Societies Act 2014, regulated by the Financial Conduct Authority (Number 15986R).

Principal responsibilities and duties

Financial Operations

1. Oversee all aspects of operational finance, including Accounts Payable, Accounts Receivable, Cash Management, and General Ledger.
2. Manage relationships with suppliers and contractors in relation to accounts payable and ensure all invoices are paid in a timely manner.
3. Ensure timely and accurate month-end and year-end close processes.
4. Ensure compliance with RMHS policies and external regulatory requirements.
5. Oversee automated financial administrative procedures.

Financial Planning and Reporting

1. Undertake management accounting duties, including compiling monthly KPI reports and preparing management and Board reports.
2. Lead the annual budget-setting process for RMHS in collaboration with the Chief Executive Officer and other Heads of Service.
3. Forecast and monitor RMHS's financial performance, providing advice and assurance to the CEO and Board on financial viability.
4. Compile and maintain annual accounts, ensuring all systems and processes are compliant with auditing and statutory requirements.
5. Review, validate, and maintain accurate finance records and data for all RMHS activities, ensuring robust record-keeping practices.
6. Support and contribute to strategic financial planning, including the preparation of multi-year financial models and appraisals.
7. Ensure RMHS's financial operations are compliant with data protection, safeguarding, and health and safety best practices.
8. Liaise with the United Reformed Church regarding centralised finance processes such as payroll.

Administration and General

1. Maintain accurate records of all bills, invoices, service charges and ground rents.
2. Update and/or extract information from the Finance System as required.
3. Ensure all Council Tax bills are processed and paid on time.
4. Handle inbound / outbound finance related calls within defined expected standards.

Working with Committees [and Volunteers]

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the [insert role].

1. Produce all Board and Committee reports related to Financial Operations. .

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities. The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job

1. Communicate effectively with colleagues and internal and external contacts [C].
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Act in ways that protect own and others' health safety and security [C].
4. Deliver excellent customer service [C].
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance [C].
6. Ensure compliance with data protection principles and practice [C].
7. Ensure compliance with Safeguarding practice [C].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Created July 2025

Person Specification

Job Title: Finance Operations Manager

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Degree level qualification or recognised qualification in accounting, finance management, or similar.		Application / Interview
Experience and Knowledge	2. At least 5 years experience in operational and management finance, accounting, and financial reporting.	<ul style="list-style-type: none"> • Knowledge or experience of the housing and/or charity sector • The United Reformed Church and its structures 	Application / Interview/ Test
Skills and Abilities	3. Excellent organisational, analytical, and communication skills 4. Strong attention to detail in planning, report writing and budgeting 5. Ability to work independently and as part of a team 6. Competence in producing financial and management reports.		Application / Interview/ Test
Other	7. Willing to work within the Christian ethos of the United Reformed Church		Application/ Interview