



**CHURCH OF GOD**  
*of PROPHECY TRUST (U.K.)*



**APPOINTMENT OF  
CORPORATE ACCOUNTANT**  
*(Chief Finance Officer)*



**November 2020**

**APPLICATION PACK**

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**INTRODUCTION**  
**BY THE NATIONAL PRESIDING BISHOP, TEDROY M. POWELL**



Dear Applicant,

Thank you for your interest in the role of Corporate Accountant.

This is a key role ensuring the financial resources of the Church of God of Prophecy Trust (U.K.) are managed effectively and efficiently to support the Church's vision of reaching the lost with the light of Jesus Christ.

Applicants should be qualified accountants with the skills and experience to manage the finances of a charitable company limited by guarantee with assets approaching £13m and a turnover of over £4m.

You will need to be sympathetic to the vision and values of the Church of God of Prophecy Trust (U.K.), with the inter-personal skills to work with a wide range of people including pastors, volunteers, professional advisers and trustees.

If you have any queries about the post, please contact me via my PA, Angela Mason, on 0121 358 2231, or by e-mail to [angela.mason@cogop.org.uk](mailto:angela.mason@cogop.org.uk).

Kind regards

**Bishop Tedroy M Powell**  
**National Presiding Bishop**

## **ABOUT THE CHURCH OF GOD OF PROPHECY TRUST (U.K.)**

The Church of God of Prophecy Trust (U.K.), sometimes known by its initials, COGOP, is part of the, Church of God of Prophecy International, a worldwide organisation with over one and a half million members operating in one hundred and thirty-five countries. The church's International offices are in Cleveland, Tennessee, U.S.A.

In the United Kingdom, the church has sixty-five congregations with approximately five thousand members. The church is organised into seven geographical regions: London (North), London (South), the Home Counties, South West, West Midlands, South Yorkshire and Lancashire. The Church's Corporate Administrative Offices and staff are located in Great Barr, Birmingham.

The Trust is registered as a charitable company limited by guarantee, number 1751385, and is constituted under a Memorandum of Association and is a registered charity, number 287868. The Company was incorporated on the 8<sup>th</sup> September 1983.

The principal object of the Church of God of Prophecy Trust (U.K) is to provide public benefit:

- Advancing religion in accordance with the beliefs and practices of the Church of God of Prophecy Trust (U.K.).
- Promoting and assisting the charitable work and purposes of the Church in the UK and worldwide.
- Generate, organise and provide funds in aid of the charitable work of the Church.

The Board of Trustees exercises legal oversight of the Church as it fulfils its governance roles of strategic direction and decision-making.

The Board comprises, in part, stipendiary representatives, by privilege of the Charity Commission. They are the National Presiding Bishop, the Regional Presiding Bishops (Overseers) and the Honorary Treasurer. There are also non-stipendiary representatives who are Regional Trustees and Co-optees who bring specific skills, expertise and experience. The proviso is that the non-stipendiary members must be in the majority especially relating to matters that may raise conflicts of interest e.g. terms and conditions. The Board gives an account of the affairs of the Church annually at the AGM

where all Church members attend and where members of the Trust may vote on major decisions.

The principal sub-committee of the Board is the Corporate Finance and Audit Committee. The committee works to set terms of reference and is co-chaired by two qualified accountants, the Honorary Treasurer and the Corporate Accountant, who report back to the full Board on a quarterly basis.

The Church's main source of income is from voluntary donations from the membership and visitors to our congregations. Income is also generated through grants, sponsorships, Gift Aid claims, sales of books and other merchandise. The charity is required to adhere to many regulatory requirements and makes annual returns to the Charities Commission, Companies House and HM Revenue & Customs.

The 2018/19 Turnover was £4.169m and Net Assets are £12.880m.

## **JOB DESCRIPTION**

**JOB TITLE:** Corporate Accountant

**RESPONSIBLE TO:** National Presiding Bishop

**RESPONSIBLE FOR:** Finance Staff

### **This post carries a Genuine Occupational Requirement (GOR)**

As a result of our Christian ethos, this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices of the Church.

### **Job Purpose**

- As a key member of the Core Leadership team, the Corporate Accountant will not be confined to matters of finance but will bring both strategic and spiritual influence across the Church. The postholder will play a full part in the Core Leadership Team of COGOP with other national leaders – working as a faith led partnership together, supporting the development of the Christian faith amongst the staff, volunteers and church partner teams.
- To provide professional financial support and advice to the National Presiding Bishop and the Board of Trustees, contributing to the formulation, implementation and reviewing of all financial strategies and plans for current activities and the church's future growth.
- To support all the Church of God of Prophecy Trust (U.K.) Regional Offices, Local Churches and Ministries to ensure the Corporate Church's financial systems are robust, viable and compliant with legislation.

### **Main Responsibilities**

- Contribute fully to the development of the corporate finances of the Church, challenging assumptions and decision-making as appropriate and providing financial analysis.
- Ensure annual corporate budgeting processes are carried out and reviewed.
- Present annual accounts to the Board of Trustees and the members at the Annual General Meeting.
- Responsible for the Corporate Church cash management and investment policies and procedures.

- Manage the corporate church mandates regarding capital requirements, disposals and acquisitions, as appropriate.
- Establish a high level of credibility and manage strong working relationships with external parties including stakeholders and other church advisors.

### **Specific Responsibilities**

- Preparation of quarterly consolidated Corporate Church Management Accounts, Review and scrutinise local churches monthly reports and to challenge unauthorised spends (against annual budgets).
- Preparation of Monthly Corporate Office Management Accounts.
- Preparation of the Year End Corporate Church Consolidated Accounts to be presented to the auditors.
- Liaise with various stakeholders: Bankers, Auditors and Lawyers.
- To work closely with the Regional Presiding Bishops (Overseers) and the Regional Financial Coordinators and provide financial advice.
- To act as a focal point for Local Church Pastors and Treasurers providing a high level of credibility and to manage and develop strong working relationships.
- To give support to the work of the Honorary Treasurer (as and when required).
- To provide information and support to the Corporate Finance and Audit Committee.
- To support the Corporate Ministerial Team with the management of their ministerial budgets and production of their financial reports.
- Preparation of Monthly Corporate Payroll (to include local church Pastors etc. Salaries)
- Preparation of Corporate Office Budget and Corporate Church Consolidated Budget.
- Overall responsible for the claiming of Gift Aid at Corporate Office.
- Filing of Annual Statutory Accounts to Charity Commission and Company House.
- Ensure the Corporate Church has appropriate Insurance cover and has also a robust Risk Management procedure in place.
- Corporate Office Computer Control
- Provide Company Secretarial duties.

The Church of God of Prophecy Trust (U.K.) reserves the right to amend this job description as the needs of the job changes.

### PERSON SPECIFICATION

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Interpersonal	The ability to establish professional credibility and build good working relationships with others, being able to persuade and influence when necessary.	
Facilitation	Able to facilitate group meetings in order to draw opinions and ideas from others.	
Presentation	Able to present issues, information and solutions clearly and effectively through presentations.	
Communication	Excellent communication skills, both verbal and written. Experienced in dealing with people at all levels in organisations.	
IT skills	Excellent working knowledge of MS package with high level Excel skills.	
Literacy	Experience composing and communicating clearly and effectively in written correspondence. Experience in producing business recommendations.	
Numeracy	Clearly demonstrate high level of numeracy and attention to detail.	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Business Development	Demonstrate ability to identify business issues and priorities and implement effective strategies to move the church business forward. High level of operational management in the financial sector experience. Track record of driving efficiencies/cost effectiveness. Ability to judge and refine business plans and strategies to ensure Return on Investment.	



General	The ability to multitask at all times within the context of a dynamic strategic plan. Analytical decision maker with experience of driving transformational strategic initiatives. Excellent organisational skills Ability to work under pressure and meet deadlines.	Experience in charity sector and charity accounting.
Human Resources		Working knowledge of employment issues and employment benefits.

Qualifications	Essential	Desirable
	Educated to Degree standard or equivalent. Professional level certification (ACA, CIMA, ACCA, CIPFA) or similar in relevant area.	Degree with accountancy/ business Administration bias.

Knowledge & Qualities	Essential	Desirable
Commitment to the purpose of the organisation	Vibrant Christian faith to champion the development of the Church of God of Prophecy's Christian ethos and identity.	A member of the Church of God of Prophecy
Approachability	Ability to relate well to others at all levels in the organisation, winning their trust and confidence.	
Discretion/ Trustworthiness	Demonstrates absolute discretion when dealing with confidential/sensitive matters.	
Team working	An aptitude for developing a strong team ethos in line with the fundamental biblical beliefs and values of COGOP	
Personal and corporate development	Committed to actively pursue the on-going personal, professional, and spiritual development of themselves and colleagues in order to enhance the contribution to COGOP.	



## TERMS AND CONDITIONS

**Office:** The post is primarily based at the Church of God of Prophecy Trust (U.K.) Corporate Office, 6 Beacon Court, Birmingham Road, Great Barr, Birmingham B43 6NN. The Church is pursuing flexible working arrangements, including working from home, where appropriate.

**Term:** The appointment will be based upon a probationary period of three months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

**Salary:** The position is offered part-time over three days per week (0.6 FTE), at an annual salary of £28,000.

**Pension:** The successful applicant will be enrolled into the National Employment Savings Trust (NEST) scheme to which the Church contributes 3% of salary.

**Hours:** Normal working hours are 9am – 5pm. However, this may vary during busy periods such as year-end Annual Accounts. Attendance may occasionally be required at meetings that take place during evenings and weekends for which time-off in lieu is given. No overtime is paid.

**Holidays:** Annual leave entitlement is 15 working days plus statutory Bank Holidays and the working days falling between Christmas and New Year bank holiday.

**Costs:** Approved expenses are paid in full at agreed rates.

The successful applicant will need to provide proof of right to work in the UK before taking up the post.

More detailed information on terms and conditions for Church staff can be found in the Staff Handbook.

## **HOW TO APPLY FOR THIS POSITION**

To apply for this post, please send an up to date curriculum vitae and covering letter explaining how you meet the requirements, along with the names and addresses of two referees to:

Palmer & Taylor Consulting  
Church of God of Prophecy Corporate Office,  
6 Beacon Court, Birmingham Road,  
Great Barr, Birmingham B43 6NN

or via Email: [cogopjobs@palmerandtaylor.uk](mailto:cogopjobs@palmerandtaylor.uk)

References may be taken up before interview. Please indicate if anyone may not be approached at this stage.

Closing date: **Monday 30<sup>th</sup> November 2020, at Noon.**



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of PROPHECY TRUST (U.K.)

