



# Parish Nursing Ministries UK

## Finance Officer

**Location:** Home-based

**Department:** Finance, Central Team

**Salary:** £36,000 – £39,000 FTE (dependent on experience)

**Hours:** 7.5 hours per week)

**Job Type:** Part time

**Contract Type:** Permanent

### About Us

PNMUK is a friendly national Christian charity, with an ambitious remit. Our desired impact is to help neighbourhoods experience whole-person health and healing through the work of a parish nurse, based in a local church or Christian organisation. We are committed to a safe and healthy work culture, with a professional and supportive structure. As a small team of part-time employees, PNMUK works hard at positive relationships across a remote working environment.

### About the Role

We are seeking a skilled and motivated Finance Officer to play a key role in ensuring the financial health and compliance of PNMUK. This is a varied and rewarding position, supporting day-to-day financial operations such as payroll, accounts, budgeting, and reporting, as well as contributing to funding applications and strategic planning.

You will work closely with the CEO, Administrator and Treasurer Trustee to maintain accurate financial systems, prepare reports for the Board, and support funding compliance across all areas of the organisation.

### Key Responsibilities

- Maintain and manage financial systems using Liberty Accounts.
- Prepare monthly payroll, timesheets, and submissions to HMRC and pension providers.
- Prepare and reconcile monthly management accounts and balance sheets.
- Process all income and expenditure, ensuring correct allocation to restricted and unrestricted funds.
- Assist with annual accounts preparation and liaise with external auditors.
- Collaborate with the leadership team on budgets and forecasting.
- Provide financial data for funding proposals.
- Manage purchasing and obtain quotes for services and resources.
- Process and record payments, banking, and petty cash transactions.
- Maintain and update inventory records.
- Support the continuous improvement of financial procedures and controls.
- Ensure timely and accurate submission of all financial documentation.

- Participate actively in team meetings and organisational development.
- Flexible hours, remote role
- To keep and maintain documentation as required in the role in line with associated policy and procedure.
- A working knowledge of Salesforce CRM systems

## **Skills & Experience**

### **Essential**

- Educated to degree level or working towards a relevant accounting qualification.
- Relevant financial experience within the charity or not-for-profit sector.
- Experience with Accounting software.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Excel and Word.
- Ability to manage own workload and meet deadlines.
- Ability to work independently and within a team.
- Excellent written and verbal communication skills.
- Excellent administrative and I.T skills.
- Understanding of and commitment to equal opportunities.
- Respect for different ecumenical structures and values.
- Ability to perform the duties of the post with or without adaptations.
- Ability to travel within the UK as required to fulfill the role.
- Ability to be flexible with time management to fulfill the role.

### **Desirable:**

- Experience with Liberty Accounts software.
- Experience with linking into fundraising functions.
- Exposure to parish nursing in practice.
- Working experience with Salesforce.
- Ability to prepare and deliver financial reports.
- Knowledge of the vision, mission, and goals of PNMUK and its values.
- Understanding of the philosophy and principles of parish nursing.

### **Benefits**

- Remote working with flexible hours.
- Supportive working environment.
- Enrolment in our pension scheme.
- Regular team training and supervision.
- Wellbeing support.

Please email [admin@parishnursing.org.uk](mailto:admin@parishnursing.org.uk) for an application pack

**Closing date for applications: 14 May 2026**

**Interview dates: 21 May 2026**

**Planned start date: 1 July 2026, or earlier if possible**