



Marshall's Charity

Clerk to Marshall's Charity – information sheet

Background

Marshall's Charity was founded in 1627 and is endowed with actively managed property and securities portfolios. It makes grants towards improvements to parsonage houses belonging to the Church of England and the Church in Wales, and grants for the repair or improvement of parish churches or cathedrals of the Church of England in the Dioceses of Southwark, Lincoln, Guildford, Rochester and Canterbury. The charity has particular responsibilities for Christ Church, Southwark, the site of which it owns and the new Clerk will act as the church's financial controller. In addition, 4% of net income is given to Marshall's Educational Foundation which makes grants to students at St Saviour's and St Olave's School, Southwark and the Stamford Endowed Schools.

The Clerk to Marshall's Charity also acts as Clerk to the Newcomen Collett Foundation, a charity supporting educational needs in the London Borough of Southwark. Marshall's receives a fee for providing services to the Foundation, including accounting, payroll and cash and property management.

Charity registration no: 206780
Web site: www.marshalls.org.uk

Person specification

With the current Clerk leaving at the end of October to take up a senior finance position in a Church of England diocese, we are looking for an enthusiastic and creative leader to ensure the continuation and development of our work. In terms of **essential** qualities, we are looking for a person who

- has previous experience of the charity sector and a good knowledge of charity law and governance, finance and regulation
- has proven communication skills and an ability to work with and maintain motivation in a small team
- has a strong financial background and capable IT skills (systems used include Sage, Basic PAYE Tools and property/grant management databases)
- is sympathetic to the objectives of the charities

It would also be an advantage for the candidate to

- have knowledge of Church of England diocesan structures
- have project management experience
- have an interest in property matters.

The Clerk is directly answerable to the trustees and has the following main responsibilities:

Accounting

- Maintain all accounting records for the charities and from these prepare
 - Management and financial accounts
 - Audit working papers
 - Annual budgets
 - VAT returns
- Be responsible for collecting rents
- Deal with all payments of grant and overheads including approving and signing all payments
- Be responsible for cash management for the charities
- Assist Christ Church, Southwark with their quarterly and annual accounts, audit and gift aid.

Staff and general management

- Manage two staff and also work closely with the Surveyor who, like the Clerk, is directly answerable to the trustees
- Oversee the day-to-day running of the office, its equipment and supplies
- Be responsible for the payrolls of Marshall's, Newcomen Collett Foundation and Christ Church, Southwark
- Responsible for compliance with Auto Enrolment
- Ensure compliance with statutory and regulatory requirements on health and safety.

Providing advice/support to trustees

- Support trustees with strategic thinking on future directions for the charities and ways to optimise the returns to their beneficiaries
- Advise trustees on their duties and responsibilities and identify appropriate training and development opportunities
- Prepare agendas, papers and minutes for all meetings of trustees, including sub-committees and working parties
- Prepare for and attend informal meetings between the chair, vice-chairman, Clerk and Surveyor (at least quarterly)
- Draft annual returns to the Charity Commission
- Undertake correspondence with grant recipients, dioceses and other third parties.

Main terms and benefits

Salary: circa £60,000 (full time equivalent), plus life assurance and pension contributions

Hours: not less than 26 hours per week

Annual holiday: 26 days and statutory holidays.

Applications

Applications should be made on the attached form and sent with a covering handwritten letter and CV to

Mr Colin Bird
Chairman of Trustees
Marshall's Charity
66 Newcomen Street,
London SE1 1YT

Contd...../

Or by email to chairman@marshalls.org.uk. If sent by email, please include a scanned copy of the cover letter.

The closing date for applications is **12 noon on Friday 16th September 2016**. Interviews will be held on 26th and 28th September. Interviewees will be invited to see the offices and meet the current staff on the same day as their interview.

Applicants will be assessed against the elements in the person specification set out above.