



Accounts Services Administrator

job description and organisational overview



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job overview

Post:	Accounts Services Administrator. A full-time role reporting to the Head of Accounting Services, supporting the accounting team serving churches and Christian charities with end of year accounting issues.
Location:	1 Lamb's Passage, London, EC1Y 8AB
Salary:	£20,000 to £22,500 depending on experience.
Closing date:	27 March 2019 – interviews to take place in the first two weeks of April.

background

In the autumn of 1906, eleven men gathered around a table to witness the birth of the United Kingdom Evangelization Trust (UKET). Progressive for its time, UKET's primary function was to hold in trust resources generously given by its members for Christian-based philanthropy.

Fast forward 113 years and Stewardship remains a progressive pioneer of generosity; receiving, investing and releasing around £70 million of charitable giving each year. Having undergone radical growth through numerous mergers, Stewardship is now proud to be the 8th largest faith based charity.

In recent times, Stewardship has started a journey of transformation; from a traditional transactional service provider, to an innovative and technically-orientated professional services company. The transformation has involved changing some of our core functions, with growth in our educational work (including generosity campaigns like 40acts) and continued investment into our hugely popular online giving account.

We also specialise in supporting church plants, fast growing churches and Christian charities to develop strong and biblically-sound approaches to their finances and governance.

As part of this, we offer an annual accounts preparation and review service for churches and charities, principally with an annual income of £25,000 to £1,000,000. Staffed by experienced accountants with church experience, our service includes examination of accounts as well as the preparation of annual accounts.

The aim is not just to work on the accounts, but to provide advice to clients on a wide area of financial wisdom, governance and regulation, along with training and educational services as needed.

We are now recruiting for an Accounts Services Administrator, based at our offices in the City. This is an opportunity to work amongst a fast-growing team, working to support churches and Christian charities through finance and play a significant part in driving forward our mission.



mission, vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

Our mission is **transforming generosity**:

We make giving easy and help over 25,000 individuals to give around £60 million each year, to our database of over 19,000 charitable causes. We help people organise all of their charitable giving from the first gift to the last, any amount at any age, using their Stewardship giving account. We are also a Payroll Giving agent and our online fundraising website, give.net, helps hundreds of causes raise more money each year.

We inspire greater generosity from the Christian community too, through our wealth of resources, courses and campaigns for individuals and churches alike. We challenge and provoke the church to teach more effectively on generosity. Our own generosity campaigns and resources, including the award-winning 40acts, attract thousands each year.

We strengthen Christian causes too, by offering practical, tailored financial and legal support to help Churches and Christian charities to transform the world. We offer a range of professional, legal and financial support services to churches, charities and individuals.

At our core, as believers in Jesus Christ, are the biblical values of:

Generosity Integrity Relationship Excellence

Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) 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 contained in our Ethos Statement.



job description

Overview

This is a role which gives an opportunity for someone who has strong administrative and, potentially, some finance skills, is happy to work in a support role, thrives on juggling tasks, and is quick to learn.

As Accounts Services Administrator, your role will be to support the professional accounting team serving churches and Christian charities with their end of year accounting and related independent examinations of their accounts and records, together with advice on financial issues.

Main responsibilities:

Church and charity client liaison:

- Be the first point of contact for clients, managing the team email inbox and incoming telephone calls, and allocating/redirecting where appropriate
- Act as the team 'linchpin', assisting examiners with client-related communication and facilitating our service delivery (including where examiners are working offsite/remotely)
- Administer the handling and storage of client records, both physical and electronic
- Plan and administer a variety of communications to clients
- Maintain the client contact databases and deal with new client enquiries

Internal team administration:

- Set up and administrate job planning schedules
- Co-ordinate team processes, and proactively identify systems improvements and assist with implementation
- Undertake client invoicing and related administration
- Share of practical roles across the organisation, including opening post, scanning, receptionist duties and banking
- Provide reports to management
- Assist other areas of Relationship Services with administration, when required



Person Specification

You

We recognise that to be great at your role, there are certain characteristics that are essential; and others that enable a good fit within our existing team and culture.

- You have experience of, or a desire to be involved in, evangelical church administration; and would enjoy working with Christian church finance team members and charity trustees.
- You have good experience of working in Excel and knowledge of other Microsoft Office products.
- You thrive on juggling numerous tasks with the ability to prioritise accordingly, and have a strong commitment to deadlines.
- You have excellent attention to detail and thoroughness.
- You are a warm yet professional communicator, both in telephone and written communications.
- You make connections quickly between different sources of information and readily retain knowledge.
- You respond graciously and competently to interruptions and competing demands.
- You are keen to learn from others and able to apply training quickly.
- You are a supportive team player and look out for others' needs.
- You have a strong desire to serve the church and to support those who are serving in areas in which they are not naturally skilled (including not being averse to both technical and other conversations and, at times when appropriate, praying with client staff).
- You have a servant approach and are a collaborative worker, able to persevere with background tasks to help the team achieve the overall objectives.

Your Experience

We are believers in investing in talent and potential; however, for the best chance of success, experience in most of the following will stand you in good stead.

- Office administrative experience.
- Experience and understanding of church terminology, church life and discipleship.
- Some experience and understanding of finance processes and terminology.



General

- As a result of our Christian ethos and the need for active involvement in church life, this post is covered by an Occupational Requirement (OR) under the Equality Act 2010. The successful applicant will be expected to be a practicing Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.
- Active membership of local church congregation.
- Undergone course of teaching or training in personal financial stewardship and giving/generosity or experiencing the benefits from personal discipleship in this area.



working for us

Working hours:

This is a full-time post. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work on a flexi-time basis between 8.30am and 6pm in accordance with the needs of the organisation.

Annual leave:

25 days (plus 2 additional discretionary days at Christmas).

Company benefits:

Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary, into a group personal pension scheme and a salary sacrifice scheme for personal contributions, both of which are available after 3 months service.

Other benefits are available including childcare vouchers, subsidised gym membership, a matching scheme for charitable giving, and we always remain open to ways we can look after staff and create an environment where people want to work.

More details on staff benefits can be found at <https://www.stewardship.org.uk/about-us/working-for-us>.



application process

Please complete our standard application form, together with an equal opportunities form. If these are not attached to this document, please download from <https://www.stewardship.org.uk/about-us/working-for-us>.

Please provide suitable daytime and mobile contact details as well as a confidential email address wherever possible.

Please submit all your paper work electronically to careers@stewardship.org.uk.

All correspondence will be acknowledged within 48 hours.

If you do not receive an acknowledgement for all future emails, please presume your email has not been received; you should make contact by phoning 020 8502 5600.

For further information, please contact Helen Thomas, HR Administrator.

Address: 1 Lamb's Passage, London EC1Y 8AB

Telephone: 020 8502 5600 extension 304

Email: careers@stewardship.org.uk