



Financial Accountant

job description and organisational overview



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job overview

Post:	A full-time role reporting to the Financial Controller
Location:	1 Lamb's Passage, London, EC1Y 8AB
Salary:	Salary available on application and dependent on experience
Closing date:	Friday 19 July 2019 Interviews expected to be week commencing 29 July

background

In the autumn of 1906, eleven Christians 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 Christian generosity; receiving, investing and releasing over £70 million of charitable giving each year.

But we're just getting started.

The need for what we do has never been greater - churches, charities and ministries are losing valuable time to increasingly complex legal and financial compliance. The opportunities for mission and ministry have never been greater, but those called to this important work are under financed, under resourced and burning out. And for all Christians, called to live and give generously, the pressures of modern life and confusion over how to give well, is restricting an abundant outpouring of generosity.

So, right now, we're redoubling our efforts and embarking on our most ambitious growth programme to date, to help radically and generously resource God's kingdom for the 21st Century. We're investing in technology to grow our Christian giving platform, creating a marketplace where those wishing to give can meet those in need of funds; we're increasing the support we provide to church plants, fast growing churches and Christian charities to develop strong and biblically sound approaches to their finances and governance.

And we're growing a team of passionate believers in Jesus, who want to make this happen.



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 £70 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 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 Lent generosity challenge, 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.

- 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.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues and clients, where appropriate



job description

Overview

Driven by an ambitious strategy to significantly increase its impact for the Kingdom, Stewardship's demand for financial information to inform and guide decisions and its desire to further enhance internal controls has led to the need to invest further into the Finance Team with this additional post. This new role will enable the team to support the organisation with the implementation of this exciting strategy.

Main responsibilities:

Reporting to and working closely with the Financial Controller, this role will deliver timely and accurate information to aid the management and development of the organisation. The main responsibilities of this role are:

1. The preparation of various financial reports to meet Stewardship's internal and statutory obligations, including:
 - Annual financial statements and supporting schedules.
 - Quarterly Liquidity and Balance Sheet reports for Trustee meetings.
 - Monthly Management Accounts.
 - Cash-flow forecasting.
 - Other ad-hoc and statutory reports such as the quarterly VAT and ½-yearly payment reporting returns.
2. Maintenance and reconciliation of ledgers and inter-system balances:
 - Processing the transfer of financial data from our donor / other systems, and the reconciliation of resulting transactions and balances.
 - To maintain and reconcile the organisation's cashbook, fixed asset register, and fixed term deposit ledger.
 - Review and oversight of the sales ledger.
 - The review, calculation and posting of monthly accruals and other adjustments.
3. Additional areas:
 - Assisting with the delivery of our deposit account service.
 - To work with the team to improve our processes and procedures under our Fit For The Future initiatives.



person specification

You

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

- You will have or be working towards a formal accounting qualification.
- You have a commitment to deadlines, are able to plan and prioritise work, and support members of the team that you work alongside.
- You pay attention to the detail to ensure accurate financial reporting for Stewardship.
- You have an enquiring mind and understanding of implications that leads you into enquiry and analysis, but also understand the relevance of prioritising what is important.
- You are a good communicator, able to make the complex simple and easy to understand.
- You have a servant approach and are a collaborative worker, able to persevere with tasks to help the team achieve the overall objectives.
- You are motivated by wanting to see the Christian church develop in handling of money and for you also to be transformed by Christian generosity.

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:

- Experience of charity accounting and financial reporting.
- Experience in analysing accounts and financial data from which to draw conclusions and report to management. You are able to understand and interpret a range of financial reports, prepare reconciliations and investigate anomalies.
- Working knowledge and experience of PAYE and charity VAT.
- You have experience of maintaining accounting records and are able to capture data accurately and within deadlines.
- You have experience of and enjoy working with Microsoft applications, preferably at an intermediate level for MS Excel.
- You have experience of bank processes, including cheque processing, internet banking and BACS collections and payments.
- Experience of working with supervisory staff and undertaking delegated work for them to review.



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 8am 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 provide a covering letter communicating why you believe you are the right candidate for this role. You will also need to 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 also provide an up to date copy of your CV.

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 ext. 304

Email: careers@stewardship.org.uk