



Accounts examiner & consultant

Job description and organisational overview



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Job overview

Post:	Accounts Examiner & Consultant. Either a full or part time role (minimum of 3 days per week) reporting to the Head of Accounting Services.
Location:	Essentially working from home, with regular meetings at the office: 1 Lamb's Passage, London, EC1Y 8AB
Salary:	£34-40k per annum (depending upon experience and pro-rata for part time working).
Closing date:	25 August 2020- Interviews TBC.

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 charitable giving as well as supporting, training and helping develop church and charity finance and governance.

As a Christian charity our aim is to serve the church in its own great mission. Stewardship is increasingly seen as having an important role in helping churches and associated charities develop a good culture of money and governance with a speciality in supporting church plants, fast growing churches / Christian charities and others wanting to develop a healthy understanding and approach to finances.

As part of this partnership with the church in the UK, alongside other services 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 qualified 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 Consultant and Examiner based at our offices in the City but mostly working from home. This is an opportunity to be a part of a small but growing team, supporting and developing churches and Christian charities through finance and playing a significant part in driving forward our mission to serve churches and associated charities.

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 £80 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. 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 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 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.
- Experienced in church leadership, teaching or policy making as a member of either a spiritual leadership or trustee team.

Job description

Overview

There is great demand for our services and we are seeking to strengthen the team so that we can actively support clients and develop the services we provide so that we can serve the church in the United Kingdom more effectively.

The role involves the preparation and independent examination of year end accounts for our client charities whilst being alert to broader issues (be they related to internal controls, risks, governance, regulation or communications on finance) that may need to be brought to the attention of our clients. The applicant may also, depending on their skills and experience, be asked to provide other ad hoc advice and assistance to clients and be asked to assist with education and training. Our clients are churches and other Christian charities with income below the current audit threshold of £1,000,000.

Responsibilities:

Key (applicable to all applicants)

- Undertake the preparation of year end accounts for our client charities. For charitable companies and larger charities, this will mean preparing accounts that comply with the Charities SORP.
- Undertake, or review, independent examinations of charity accounts.
- Reviewing the information we receive to identify any significant financial, regulatory or other financial issues that need to be brought to attention of our client charities.

Ancillary (the extent of involvement will depend on the skills and experience of the applicant)

- Provide ad hoc advice to client charities on a whole range of technical issues (which may include advice on accounting issues and arrangements, internal controls, governance and regulatory compliance).
- Helping to develop educational resources and / or deliver training that will assist the team and / or our client charities.
- As part of the wider Relationship Services Team: seeking to strengthen cross-team collaboration, enabling an integrated service to our partners in ministry, and delivering excellent customer service.

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, complementing and extending our scope of service.

- You have a formal accounting qualification or experience in professional accountancy supervisory roles and either a current 'practicing certificate' or the ability to obtain one when required.

- You have a good understanding of charity finance issues, an understanding of UK statutory accounts for charities and companies and are able to prepare these in Excel from a variety of different accounting systems.
- You are able to quickly understand financial and professional practices and the values that underpin good financial stewardship in an organisation, balancing legal compliance and biblical practice relevant to the client organisations we work with.
- You are already involved in evangelical church finances and enjoy working with Christian church leaders and charity trustees.
- 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 have a commitment to deadlines, are able to plan and prioritise work and manage and motivate the members of the team that you may supervise or work alongside.
- You are a good communicator, able to make the complex simple and easy to understand.
- You have a strong desire to serve the church and are not averse to straight talking and, at times when appropriate, praying with client staff.
- You are able to see issues through the eyes of others and work with those that are serving in areas in which they are not naturally skilled.
- You are able to provide direction to clients and staff but yet also have a servant approach and are a collaborative worker; able to roll up your sleeves and muck in with the rest of the team.

Your Experience

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

- Experience undertaking discrete items of technical work, in a professional accountancy or financial services team including supervising/managing others.
- Experience of working with charity accounts and preparing accounts under SORP.
- Experience of 'audit' or 'examination' principles and making judgements based on those.
- Experience in exercising professional judgement and able to give tactful and relevant advice based on sound knowledge and knowing the limits of your knowledge.
- Experience of working with a wide variety of clients who present records of varying quality, including unstructured or incomplete records.
- Experience of applying Christian discipleship to your own life in generosity and good stewardship of personal finances.
- Experience of some ledger based accounting software packages, such as Sage, Xero, QuickBooks, Paxton, ExpensePlus or Finance Co-ordinator.
- Experience of reviewing work presented by other staff.
- Working experience of PAYE, income and corporation taxes and VAT.
- Able to provide clear and concise technical advice by phone, in writing and in meetings and, if appropriate, pray with those receiving the advice.

Working for us

Working Hours:

This can either be a full-time or part 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. It is expected that the role would require at least 3 days per week.

Annual leave:

27 days – pro-rata for part-time staff.

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 your application online by visiting www.stewardship.org.uk/jobs and clicking on the link by the relevant job vacancy.

You will need to provide a copy of your C.V.

For further information, please contact Kofo Abidemi, HR Administrator

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