



# Head of accounting services

Job description and organisational overview



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## Job overview

<b>Post:</b>	Head of Accounting Services. A full-time role reporting to the Chief Relationship Officer, leading the accounting team providing year-end accounts preparation and examination services to churches and Christian charities.
<b>Location:</b>	Combination of remote working and based at 1 Lamb's Passage, London, EC1Y 8AB
<b>Salary:</b>	£47-53k, depending on experience.
<b>Closing date:</b>	25th 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 the head of this team, which can be based mainly at home but also at our offices in the City. 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**

### **IMPORTANT - 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 to someone who is dynamic, strategic, is enthusiastic about serving the organisation's Christian mission, prizes excellence and leads others well.

As Head of Accounting Services, your role will be to manage a team of up to ten staff delivering accounting services to over 370 clients (including your own client portfolio); forming client delivery strategy in consultation with the Leadership Team; and ensuring that the team continues to deliver quality professional services.

## Main responsibilities:

Service delivery:

- Oversight and responsibility for the delivery of the Accounts Examination Service, including line managing other team members, and ensuring clients receive an excellent service which complies with our Service Level Agreement.
- Managing own client portfolio of 50+ clients, including conducting accounts preparation and examination, and giving professional advice to our clients when appropriate.
- Being responsible for overseeing the AES budget, monthly KPI results, profitability, utilisation, and capacity workings.
- Responsibility for overseeing technical compliance:
  - Ensuring awareness of Charity Commission and accounting body best practice on accounting and examinations;
  - Overseeing process and template updates in accordance with changing requirements;
  - Overseeing development and delivery of training within the team and managing others assisting with this.
- Reviewing resource capacities alongside strategy in developing partnerships with new clients.



#### Strategy and leadership:

- As part of the Extended Management Team, working with the Leadership Team on short and long-term objectives for the Accounts Examination Service and the wider organisation.
- Liaising with the Chief Relationship Officer in strategy, reporting and budgeting.
- As part of the Relationship Services Leadership 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 essential; and others that enable a good fit within our existing team and culture.

- You have a formal accounting qualification or experience in professional accountancy roles, preferably as a manager of a professional services team, and roles and either a current 'practicing certificate' or the ability to obtain one when required.
- You have the ability to inspire and motivate others to achieve their best, and are willing to 'muck in' yourself where needed.
- You have an excellent 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 adapt to changing financial and professional practices and the values that underpin good financial stewardship in an organisation, balancing legal compliance and biblical practice in a way that is relevant to the client organisations we work with.
- You have a strategic approach, a commercial mindset in running a team, and are able to spot areas for improvement and to devise and implement processes to achieve goals.
- You are already involved in evangelical church finances and enjoy working with Christian church leaders and charity trustees.
- You are a good communicator, able to make the complex simple and easy to understand.
- You are able to see issues through the eyes of others and work with those who are serving in areas in which they are not naturally skilled.



## 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:

- Formal leadership/management experience.
- Experience undertaking discreet items of technical work, preferably in a professional accountancy or financial services team.
- Experience of working with charities accounts and preparing accounts under SORP.
- 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 in written professional advice to clients, including making assessments of the limits and risks of the advice provided.
- Experience of working with a wide variety of clients who present records of varying quality, including unstructured or incomplete records.
- Experience of working with Christian church leaders and trustees on finance issues.
- Experience of some ledger-based accounting software packages, such as Sage, QuickBooks, Paxton 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.
- Able to deliver training material, prepare content for briefing papers, or lecture to groups of various sizes.

## 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:

27 days.

### 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](http://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

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

Telephone: 020 8502 5600 extension 307

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)