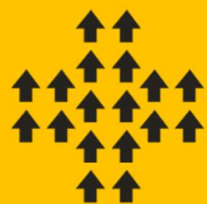


Head of Finance and Investments

Role Description and Recruitment Pack



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Role overview

Title:	Head of Finance and Investments
Hours:	Full time, 35 hours per week, although we can be flexible for the right candidate.
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the organisation requires.
Reports to:	Chief Financial and Operations Officer
Salary:	£75,000 to £85,000 p.a. depending on skills and experience
Closing Date:	Monday 29th January 2024, 9am

Why this position is important to us

This role is critical in providing leadership within the Finance and Investments Team and across the wider organisation.

Within the Finance and Investments Team, the role holder is responsible for leading a dynamic, efficient, and cohesive team across the Financial Control, Business Partnering and Investment functions. The provision of accurate financial information internally and externally is of the utmost importance, particularly when it informs strategic decision making. The role holder will need to view backward and forward-looking financial information as equally important and support the team accordingly. With a name like ours, we take the stewardship of our assets under management very seriously and the role holder will provide the Investment Manager with guidance in maximising and balancing social and financial return.

Across the wider organisation, the role holder will champion the transparency of our financial performance and forecasts, ensuring that financial information is presented in an easily understandable manner. With the support of the Finance Business Partners, they will lead the highly collaborative annual budget and interim reforecast processes. Alongside the Financial Control Team, they will manage the annual audit and preparation of the annual report and financial statements.

This is a senior role in the organisation and forms part of Stewardship's Wider Leadership Team. In addition, the role holder will prepare papers for and present to the Finance and Investment Committee on a quarterly basis. As a senior role within Stewardship, the role holder will need to demonstrate the attributes of a servant leader – important characteristics of this style of leadership include humility, transparency, awareness, listening, empathy, community building and helping people to flourish.

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The impact you will have in this role

The scope for impact in this role is vast! This is an exciting time to join Stewardship, as we move forward with implementing our new strategy. This role will directly influence and impact our journey particularly as we re-consider our performance metrics and reporting to provide a clear view of our progress. In addition, your opinions, ideas and challenges will be heard as part of the Wider Leadership Team and your involvement with the Finance and Investment Committee.

Under the leadership of a dynamic, collaborative and servant hearted Head of Finance and Investments, the Finance Team will flourish, and the wider organisation will benefit from a robust understanding of our financial performance and transparency of our forecasts. The trustees, Executive Team and Wider Leadership Team will be equipped with high quality financial information to inform decision making. By working in line with our Investment Policy and alongside our Investment Manager, you will be involved in making investment decisions taking into account Kingdom and social impact.

A key part of the role is acting as a credit control function (alongside the Finance Business Partners and Chief Financial & Operations Officer (CFOO) on loans to churches and charities. This has a direct impact on funds being released to our partners for their Kingdom work.

Welcome to Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

Our vision and values

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

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



Generosity
expressed with
Joy



Relationship
strengthened with
Understanding



Integrity
demonstrated with
Justice



Service
delivered with
Excellence

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today we help over 30,000 Christians experience the joy of being 'actively generous', supporting over 4,000 churches, 2,300 Christian workers and 6,000 charities.

Our methods have changed, but our mission remains the same.

Job detail

Overview

The Head of Finance and Investments reports to the CFOO, with responsibility for the Finance Business Partners, the Financial Control Team, and the Investment Manager. This role is critical in delivering accurate financial reporting, providing financial insight to inform strategic decision making across the organisation and maximising the financial, social and Kingdom impact of our investments. The role holder will also work closely with the Church and Charity Lending team and has authority to approve lending proposals <£350k alongside the Head of Church and Charity Lending.

Main responsibilities

To include, but not limited to:

- **Leadership** – line management responsibility for the Finance Business Partners, Financial Control Teams and Investment Manager. Actively supporting the development of those within the teams and provide guidance as required. Continue to build a positive and collaborative team culture within the Finance Team and across the organisation.
- **Business partnering** – Provide financial expertise, guidance and support across the organisation as required; challenging and influencing thoughts and existing practices where required. This includes providing financial and commercial insight and challenge to ensure best value for money. Assist budget holders in building business cases for investment spend within their areas.
- **Budgeting and forecasting** – Lead this process, supported by the Finance Business Partners, working with budget owners across the organisation, to ensure the alignment of resources with budget, long-range forecasts and the overall strategy. This includes not only the delivery of the annual budgeting process, but the design and implementation of revised forecasts throughout the financial year and maintaining the cash flow forecast to inform Treasury Management.
- **Management accounts & internal financial reporting** – Oversight of the management accounts to present information to budget holders, senior leadership and trustees. Oversight and/or co-ordination of additional quarterly financial reporting (e.g. Divisional Reporting, Key Performance Packs, Key Metrics).
- **Financial control** – Oversee the activities of the Financial Control Team, which includes financial processes and controls, regulatory and tax returns, cash and liquidity activity, preparation of the annual accounts and co-ordination of the associated audit work (including liaising with external auditors).
- **Investments** - Work with the Investment Manager, CFOO and other advisors to manage our investment portfolio and make informed and considered investment decisions, in line with our Investment Policy. Take a holistic view of our balance sheet, constantly aiming to achieve maximum impact.
- **Review and approval of lending proposals (<£350k)** – Critically review lending proposals drafted by the Lending Team and provide approval on loans <£350k. The role holder will need to focus on the accuracy and results of the affordability calculations, while also considering Kingdom impact.
- **Approval of payments and cash transfers in line with authorisation limits** – As per the delegated authorisations table, approved by trustees, which is updated as required.

- **Financial project support** – Provide finance project support to strategic organisation-wide initiatives as directed by the CFOO.
- **Other duties** as directed by the CFOO.

It's all about 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 are a qualified accountant – ACCA or CIMA (or hold an equivalent qualification).
- You have current or previous experience of leading a Finance Team (in a charity or corporate); actively promoting and supporting the development of others and fostering a positive and dynamic team culture.
- You are comfortable working with auditors, guiding the preparation of annual reports and financial statements and have a robust understanding of an effective Financial Control function, based on previous experience.
- You have proven experience in developing and managing income and expenditure budgets, management reporting, performance monitoring and working on complex projects (including modelling financial scenarios).
- You understand the fundamentals of investments and have experience in managing investments and optimising assets under management (including liquidity management). You have a passion for investments being used as a force for good, while balancing financial return.
- You are commercially minded and take a balanced approach to risk. You are comfortable reviewing financial statements and forming an opinion on the viability of proceeding with loans to churches and charities.
- You must have excellent verbal and written communication skills and be able to communicate clearly and effectively. You'll have a talent for explaining and presenting financial information in an easy-to-understand way to a non-financial audience.
- You have the ability to build and maintain strong relationships across the organisation, with a friendly, confident and collaborative approach. You are able to find a mutually beneficial solution when faced with a challenge or difference of opinion.
- You should be a motivated self-starter, able to work independently, prioritising tasks. You should be comfortable working under pressure to challenging deadlines, able to adapt to rapidly changing situations and workloads, be well organised and able to multi-task.
- You should be willing to offer your perspective and are able to challenge constructively where required. You are able to clearly understand and articulate the risks in a situation and are able to take a balanced view in relation to those risks.
- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
A qualified accountant (ACCA or CIMA) – or an equivalent qualification.	✓	
Current or previous experience of leading a Finance Team (a charity or corporate)	✓	
Proven experience of business partnering, including the ability to communicate effectively and build working relationships with a variety of stakeholders across the organisation.	✓	
Current or previous experience in managing an audit and preparing annual reports and financial statements.	✓	
Proven experience in co-ordinating a collaborative budgeting process and presenting the end-result in an easy-to-understand manner, both written and verbally.	✓	
Current or previous experience of preparing and presenting financial reporting in an easily understandable manner.	✓	
Proven experience of understanding financial statements and using them as the basis of a commercial review, while taking a balanced approach to risk.	✓	
A robust understanding of the fundamentals of investments.	✓	
Experience of working in the not-for-profit sector and an understanding of charity accounting.		✓
Previous experience in managing social and/or impact investments		✓

Working for us

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).
A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each month, or as required by the organisation.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
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How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to 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, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.