

Accounts Examiner

Role Description and Recruitment Pack



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Role overview

Title:	Accounts Examiner
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:	Head of Accounts Examination Services
Salary:	£36,000 -£46,000 p.a. depending on skills, accounting qualifications and experience
Closing Date:	Monday 19 ^h August 2024, 9am Interviews week beginning 2 nd September 2024

Why this position is important to us

Stewardship offers a diverse and specialist range of services to the Church and other Christian charities.

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 Examiner. This is an opportunity to work for a growing team, working to support churches and Christian charities through finance and play a significant part in driving forward our mission.

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

To continue to build our capability as a dynamic Accounts Examination Team to effectively partner with our clients to improve governance in the Christian charitable sector. The role will mainly involve the preparation and examination of annual accounts for our clients.

This position is primarily to examine receipts and payments accounts where total income is less than £250,000. However, if the successful candidate is a qualified accountant they will be permitted to examine accrual accounts. The range in the advertised salary accounts for the level of experience, qualifications and responsibility of the successful candidate.

Main responsibilities

To include, but not limited to:

- Undertake the preparation of year end accounts for our client charities.
- Undertake, or review, independent examinations of charity accounts.
- Review the information we receive to identify any significant financial and regulatory issues that need to be brought to attention of our client charities.

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, complementing and extending our scope of service.

- You have a good understanding of charity finance issues, and are able to prepare accounts 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 might be 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.

We also welcome applicants who might not meet all of the required criteria and we would provide the necessary training to help the successful applicant develop into the role.

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).	✓	
Experience of / a desire to be involved in evangelical Christian finance, working with church/charity finance teams, treasurers & trustees.	✓	
Keen to learn from others and able to apply training quickly.	✓	
Excellent knowledge and experience in finance systems and Excel and other MS Office products.	✓	
An enquiring mind and understanding of implications that leads you into enquiry and analysis, with the ability to prioritise what is important	✓	
A commitment to deadlines, able to plan and prioritise work and support the team members that you work alongside.	✓	
You are a good communicator (written and verbal), able to make the complex simple and easy to understand.	✓	
Highly organised with strong attention to detail, seeing tasks through to completion.	✓	
Experience in a professional accountancy or financial services team		✓
Experience of accounting software packages, eg. ExpensePlus, Liberty, Xero, QuickBooks, Sage, or Finance Co-ordinator.		✓
Working experience of PAYE and VAT.		✓
Experience of working with a variety of clients who present records of varying quality, including unstructured or incomplete records		✓
Experience in exercising independent judgement and able to give tactful and relevant advice, written or oral, and knowing the limits of your knowledge.		✓
Understanding of church operations and volunteer role issues in the church sector		✓

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. This is pro-rated for part-time staff.

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
 - Contribution to your charitable giving account
 - 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.