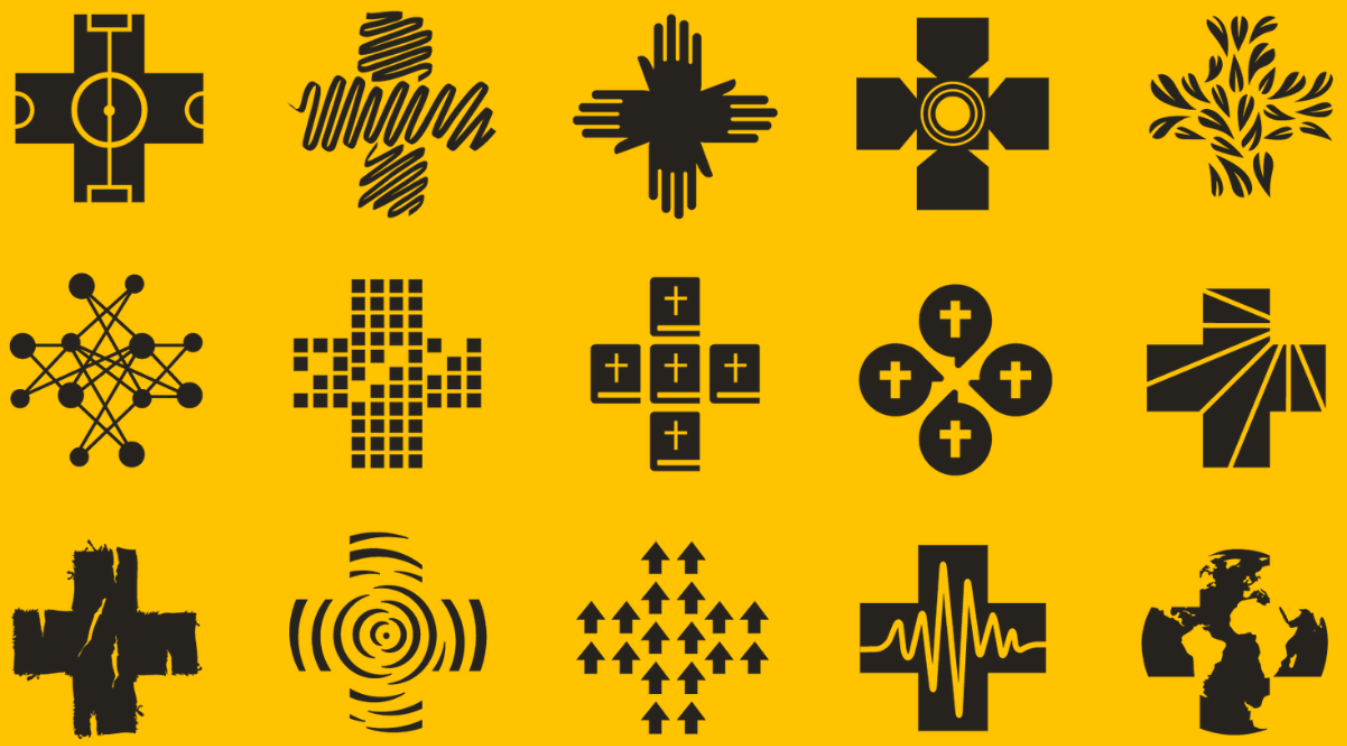
Stewardship

Active generosity

Accounts Examiner

Role Description and Recruitment Pack



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Role overview

Title:	Accounts Examiner
Hours:	Full time, 35 hours per week *(part-time working would be considered, minimum 21 hours per week)*
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB There is flexibility for hybrid and remote working in this role. although you must be able to work in the office at least twice a month, or as the organisation requires.
Reports to:	Head of Accounts Examination Services
Salary:	£38,000-£40,000k p.a. depending on skills and experience
Closing Date:	9am on 7th September 2026.

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

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:

- Generosity, expressed with joy.
- Relationship, strengthened with understanding.
- Integrity, demonstrated with justice.
- Service, delivered with excellence.

To find out more about Stewardship, watch this introductory video:

Job detail

Overview

To continue to build our capability as a dynamic Accounts Examination Team serving a range of clients including churches and other Christian charities.

The role will involve the preparation and / or the examination of accounts which are prepared on a receipts and payments basis. The role holder will be able to work on their own initiative but also be an effective team player.

Main responsibilities

To include, but not limited to:

- Undertake and oversee the preparation of year end ‘Receipts & Payments’ accounts for our client charities with income up to £500k.
- Undertake, or review, independent examinations of charity ‘Receipts & Payments’ accounts.
- Provide fee quotes to clients and monitor job costs against this budget. Provide explanations for variances from budgeted fees and negotiate additional fees if required.
- Review the information we receive to identify any significant financial and regulatory 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 bookkeeping, accounting issues and arrangements, internal controls, gift aid, taxation and regulatory compliance) where appropriate.
- Initiate proposals for process efficiencies, and provide reports to management where requested or considered required
- Help to develop educational resources and / or deliver training that will assist the team and / or our client charities.
- Help to further develop our service offering in areas in which you are interested in or have relevant expertise.

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 bookkeeping experience and qualifications.

- You have an understanding of charity finance issues, an understanding of Receipts & Payments accounts for charities 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.

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).	✓	
Have bookkeeping experience using finance software packages e.g. ExpensePlus, Liberty, Xero, QuickBooks, Sage, or MyFundAccounting.	✓	
Have a professional accounting or bookkeeping qualification		✓
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, can 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		✓
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. There is flexibility for hybrid and remote working in this role. You would be required to attend our London office at least twice a month or as the organisation requires.

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

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

Please email your current CV and a covering letter to careers@stewardship.org.uk outlining how your skills and experience meet the requirements of the role, and what you would bring to the position.