



# accounts technician

job description and organisational overview



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## job overview

<b>Post:</b>	Accounts Technician. A full time post reporting to the Head of Accounting Services.
<b>Location:</b>	1 Lamb's Passage, London, EC1Y 8AB.
<b>Salary:</b>	£24,000 - £30,000 per annum (depending upon experience).
<b>Closing date:</b>	31 January 2019 (interview process will start week commencing 4 February 2019).

## 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 around £70 million of charitable giving each year. Having undergone radical growth through numerous mergers, Stewardship is now proud to be the 8th largest faith based charity.

In recent times, Stewardship has started a journey of transformation; from a traditional transactional service provider, to an innovative and technically-orientated professional services company. The transformation has involved changing some of our core functions, with growth in our educational work (including generosity campaigns like 40acts) and continued investment into our hugely popular online giving account.

We also specialise in supporting church plants, fast growing churches and Christian charities to develop strong and biblically sound approaches to their finances and governance.

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 Technician, based at our offices in the City. This is an opportunity to work amongst a small team, working to support churches and Christian charities through finance and play a significant part in driving forward our mission.

## 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 £70 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. We are also a Payroll Giving agent and 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** 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, 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.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues and clients, where appropriate

# job description

## overview

This is a role that gives an opportunity to be trained in church and charity finance and regulation for someone who has financial skills, is happy to work in a support role and is quick to learn.

The role involves helping and supporting our annual accounts team, who provide finance and accounting advice, and preparation and examination of clients' accounts and accounting systems to meet Charities Act and, where required, Companies Act regulations (primarily for church and charity clients with income of up to £1,000,000 p.a.). Your time will be split between technical accounting (60-70% of time) and finance administration (30-40% of time).

The team is being expanded and we expect the team will also supply services in finance consulting, training, educational material and delivery, although how this is done will depend upon the mix of skills and experience of the various team members.

## main responsibilities:

### Accounts preparation and examination

- Help preparation of accounts for charities, both companies and non-companies.
- Help undertake independent examinations of charity accounts with gross income below the audit threshold (currently £1,000,000 income p.a.).
- Liaise with clients, enquirers and others on technical and administrative issues relating to specific client engagements.

### Team administration

- Administer the team job planning scheduling.
- Administer the handling and storage of client records both physical and electronic.
- Liaise with clients on queries.
- Administer the client contact databases.
- Provide reports to management.
- Other specific projects supporting the team.

### Finance and accounting advice

- Provide advice to churches and charities on subjects where trained and sufficiently experienced/qualified to do so.

## 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, supporting our scope of service.

- You want a role in finance and are happy to work towards a qualification or have experience in book-keeping or accountancy.
- You have experience or a desire to be involved in evangelical church finances and enjoy working with Christian church finance team members and charity trustees.
- You are keen to learn from others and able to apply training quickly.
- You have good experience of working in Excel and knowledge of other Microsoft Office products.
- 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 support the team members that you 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 non-technical conversations and, at times when appropriate, praying with client and other Stewardship 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 have a servant approach and are a collaborative worker; able to persevere with background tasks to help the team achieve the overall objectives.

### Your Experience

We believe 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:

- Experience undertaking discreet items of technical work, preferably in a professional accountancy or financial services team.
- Experience in analysing accounts and financial data from which to draw conclusions and report to management.
- Experience in exercising independent judgement and able to give tactful and relevant advice, written or oral, and knowing the limits of your knowledge.
- Experience of working with a variety of clients who present records of varying quality, including unstructured or incomplete records.
- Experience of some ledger based accounting software packages, such as Xero,



QuickBooks, Sage, Paxton or Finance Co-ordinator.

- Experience of working with supervisory staff and undertaking delegated work for them to review.
- Working experience of PAYE and VAT.

#### General

- Understanding of Christian church operation and volunteer role issues in the church sector.
- Experience of working as part of a church finance team would be beneficial, but is not essential.

## 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:

25 days (plus 2 additional discretionary days at Christmas).

### 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 our standard application form, together with an equal opportunities form. If these are not attached to this document, please download from <https://www.stewardship.org.uk/about-us/working-for-us>.

Please provide suitable daytime and mobile contact details as well as a confidential email address wherever possible.

Please submit all your paper work electronically to [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk).

All correspondence will be acknowledged within 48 hours.

If you do not receive an acknowledgement for all future emails, please presume your email has not been received; you should make contact by phoning 020 8502 5600.

**For further information, please contact Helen Thomas, HR Administrator.**

**Address:** 1 Lamb's Passage, London EC1Y 8AB  
**Telephone:** 020 8502 5600 extension 304  
**Email:** [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)

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