

## Christian Concern | Role Description

# Finance Manager

### Mission

Christian Concern is building a movement of Christians that brings the hope of Jesus Christ to the heart of society.

### Purpose

Your role is to provide financial management which facilitates our vision and mission. To succeed you need to enable the organisation's leadership to ensure effective financial governance of the organisation and to provide efficient day-to-day finance and accounting services for three registered companies.

### Context

Role title:	Finance Manager
Team:	Operations
Line manager:	Head of Operations
Direct reports:	Potentially one
Key internal relationships:	<ul style="list-style-type: none"><li>• Directors</li><li>• Senior management team</li><li>• Fundraising team</li><li>• Employees of Christian Concern and Christian Legal Centre</li></ul>
Key external relationships:	<ul style="list-style-type: none"><li>• Christian Concern supporters and donors</li><li>• Suppliers to Christian Concern</li><li>• Bank</li><li>• Accountant</li><li>• Statutory and regulatory bodies</li></ul>

### Priorities

To succeed you will need to build and manage a finance function that has the following characteristics:

- **Provides financial management information that helps the organisation succeed:** we need accurate, relevant, timely and clear financial information to help the organisation achieve its goals. We're looking for a finance function that works hard to present information in the best possible way to enable organisation-wide success.
- **Excels in ensuring good governance, regulation and compliance:** we need to know that all relevant requirements will be met promptly and accurately. We need tax and pension matters to be handled correctly, and accurate accounts to be filed on time, for example. And we need a finance function that stays up to date with the latest compliance and governance standards and ensures that we meet them.

- **Implements best practice and new ways of working:** we want a finance function that is actively pursuing improvements that serve the organisation's purposes. We want to see a function that is proactive in identifying and implementing changes to processes, practices and technology where they will be beneficial.
- **Efficient in managing income and expenditure:** we need our income and expenditure to be processed and recorded promptly, efficiently, and accurately. We also need a finance function that manages projections and cash flow effectively.
- **Organised, documented and resilient:** we want to see an approach to business processes and record-keeping that is robust, organised and well-documented, and provides suitable resiliency in the face of unexpected disruptions.
- **Popular with stakeholders:** we want great reviews from both colleagues and external stakeholders. We need colleagues to feel that our finance function is friendly, 'on their side' and committed to helping them achieve organisational goals. We want external stakeholders to feel that the dealings with our finance function are helpful, professional and efficient.
- **Happy, productive and growing:** we want a function that is marked by good relationships, with a strong sense of collaboration, mutual support and mutual respect. As and when the team grows, we want to see effective communication and a strong, clear sense of vision and values. We want the function to be positive about personal and collective development, and to evidence of growth in skills, knowledge and/or ways of working effectively together.

## Main responsibilities

- 1 **Ensuring compliance with regulation – for example:**
  - Ensuring compliance with all relevant accounting, tax, data and charity legislation and regulation
  - Implementing best practice for compliance and control processes
- 2 **Providing management information – for example:**
  - Providing regular management accounting reports to Head of Operations and senior management team
  - Providing analysis and recommendations with respect to variations from budget Investigate and highlight potential cost savings
  - Ensuring that charts of accounts and cost-centres are fit for purpose and used consistently and appropriately
- 3 **Managing budgeting processes – for example:**
  - Preparing and presenting annual budget (consolidated across organisations) for approval by senior management team
  - Training and assisting teams within the organisation in preparing and monitoring budgets and costs for specific projects and activities
- 4 **Preparing and submitting annual accounts – for example:**
  - Preparing annual accounts (for three registered companies)
  - Liaising with external accountants and ensuring that annual accounts are examined and signed off, in a timely manner
  - Ensuring that annual accounts are submitted to Companies House in a timely manner
  - Ensuring compliance with all relevant legislation and regulation
- 5 **Authorising expenditure and making payments – for example:**
  - Managing monthly cashflow
  - Making payments to suppliers
  - Authorising and processing expenditure requests received via purchase order system, in accordance with financial control / authorisation policies

- Processing and paying staff expenses promptly, in accordance with financial control / authorisation policies
  - Reviewing and reporting to senior management team on efficacy and efficiency of financial control processes, and improve where necessary
- 6 **Ensuring accurate bookkeeping – for example:**
- Providing or overseeing daily bookkeeping activities
  - Ensuring that banking takes place in a timely manner
  - Dealing with any queries or problems in day-to-day bookkeeping
  - Line-managing and supervising any future bookkeeping support
  - Providing or arranging training as required
  - Ensuring that financial information about donation income is properly recorded, and that data from supporter relationship management system is reconciled with financial records, and any anomalies dealt with
- 7 **Administering payroll, pensions, payments, special leave arrangements etc. – for example:**
- Managing payroll for c.30 employees, ensuring correct and timely payments to employees, HMRC, pensions provider etc..
  - Processing new staff ‘joiners’ and ‘leavers’, including collection and processing of relevant personal information, processing of P45s, notification to HMRC etc.
  - Processing special leave arrangements (e.g. maternity, paternity, shared parental leave, unpaid / study leave etc.)
  - Managing and monitoring employee absence management system, including collection of additional information where needed (e.g. sickness notes)
  - Providing information and answering questions from employees and others about employment, pensions, leave entitlement etc.
- 8 **Improving relevant business processes and tools – for example:**
- Identifying opportunities for process improvements across the finance function (e.g. invoice processing, expense authorisation)
  - Scoping improvement projects (e.g. processes, technology and tools)
  - Researching and recommending solutions and improvements
  - Implementing, training and troubleshooting process and tool changes
- 9 **Reviewing and improving finance policies and procedures – for example:**
- Reviewing existing policies, procedures and controls and proposing improvements
  - Ensuing that policies and procedures are reviewed on a regular basis
  - Ensuring documentation is accurate and user-friendly
- 10 **Reviewing and improving ‘value for money’ – for example:**
- Reviewing subscriptions and other ongoing contracts for ‘value for money’ and recommending improvements
  - Reviewing expenditure categories for ‘value for money’ and recommending improvements
  - Reviewing proposals and new contracts for commercial / value for money suitability
- 11 **Performing other reasonable duties as required – for example:**
- Carrying out other reasonable activities necessary to ensuring that the work of Christian Concern and the Christian Legal Centre is carried out effectively

## Key characteristics

This is what we think you'll need to be to succeed:

- **Godly:** you'll need to love God and others, to be passionate about our vision, want to see Jesus made known and be committed to our mission.
- **Honest and trustworthy:** you'll need to demonstrate the highest standards of honesty, integrity and transparency, and welcome appropriate scrutiny, especially in financial matters.
- **Responsible and accountable:** you'll need to be ready to agree quarterly objectives and outcomes, welcome accountability and take responsibility for your team's performance.
- **Delight in identifying and implementing improvements:** you'll need to find joy and satisfaction in improving our financial systems, processes and efficiency, taking the initiative in identifying opportunities, finding solutions, working with others and implementing change.
- **Able to see the bigger picture:** you'll need to look beyond routine tasks and processes and remember why they exist and what they seek to achieve for the organisation. At times, you will need to suggest or find better ways of doing things in light of the bigger picture.
- **Able to cope with some ambiguity:** you'll need to demonstrate some flexibility and be able to function in an environment where structure or supervision may be limited and priorities can change (as we are a fast-paced, responsive organisation).
- **Able to bring clarity:** you'll need to be able to bring clarity and order where information or specific instruction is not complete.
- **Excellent in analysis and communication:** you'll need to demonstrate deep, penetrating and accurate insight into our financial situation, be able to communicate that insight clearly and simply, and build systems and processes to do that at speed.
- **Structured, organised and meticulous:** you'll need to have high standards, care about getting the detail right and quickly spot errors and omissions. You'll need to plan your time well and be able to keep on top of a wide variety of smaller tasks, with a strong drive to complete things without being chased, and excellent at executing routine tasks and ruthless about keeping records and documentation up to date.
- **Able to motivate and manage others:** you'll need to communicate clearly, build trust and respect, set clear expectations, articulate clear vision and values, and be ready to motivate, encourage and challenge, as needed.
- **Approachable and helpful:** you'll need to make it clear that you're ready to help others (even when doing so may create more work for you) and remain calm, patient and positive even when you encounter frustration or impatience in others. We can't afford for you to feel that 'colleagues get in the way of you doing your job'!
- **Robust:** you'll need to have the confidence to sometimes say 'no' or 'wait' – for example, where you're aware of compliance or governance implications. It probably won't happen often but we need to know that if you see a potential problem you will stick to the agreed process and escalate things to your line manager.
- **Professional in appearance and manner:** you'll need to relate appropriately to a wide variety of people and able to 'read the occasion', being smart in appearance and 'getting the tone right' in communications and meetings.
- **Eager to learn and grow:** you'll need to be keen for both you and the overall function to improve, grow and develop. You'll need to be ready to be stretched, and to value feedback, whether positive or negative.

For more detail about what we're looking for, see the person specification below.

## Person specification

Vision and values	
Passionately supportive of Christian Concern and the Christian Legal Centre's vision, mission, ethos and our stance on campaign issues and cases	Essential
Willing to represent us and our message and mission through various channels (e.g. through public-facing role at Christian Concern events, email communications with supporters)	Essential
Willing to lead prayer and biblical reflection, and participate in our weekly prayer meeting	Essential
Committed to our Christian beliefs (as set out in our statement of faith) and to living and working in accordance with them, to recognising the authority of the Bible in all matters, and to maintaining your own discipleship of Jesus and being a good role model inside and outside the organisation.	Essential
Existing understanding of Christian Concern's main campaign issues and the theological principles underpinning our approach	Desirable
Character and temperament	
Always acts with the highest levels of honesty, integrity and transparency especially in financial matters, welcomes accountability and scrutiny	Essential
Takes responsibility for relevant team's activities, outcomes and performance against agreed goals	Essential
Doesn't need to be reminded about delegated tasks, keeps projects and responsibilities on track despite setbacks, hits deadlines	Essential
Highly organised, taking a structured approach to work, can be relied upon to execute routine tasks and keep excellent records, without close supervision	Essential
Excellent attention to detail, highly committed to accuracy and precision	Essential
Works effectively in a rapidly-changing and sometimes pressured environment, can cope with change and uncertainty	Essential
Communicates and works well with others (being friendly, patient and helpful) even when under pressure	Essential
Works hard to understand needs of stakeholders (internal and external) and develops processes in order to meet requirements and/or manage expectations	Essential
Eager to grow and develop, and to help others do the same	Essential
Willing to work flexibly when needed, including occasional working out of normal office hours / being on-call	Essential
Takes initiative, can work effectively on project or routine work, even where structure or supervision is limited	Desirable
Interested in latest developments in relevant fields (e.g. finance, pensions) and how these might benefit / apply to the organisation	Desirable

<b>Experience</b>	<b>Level req'd</b>	
Work in an accounting role	At least 3 years	Essential
Financial management in charitable or not-for-profit context		Desirable
Managing others		Desirable
Using Quickbooks Online or Xero		Desirable
Using payroll software and HMRC portal		Desirable
Using cloud-based purchase order systems and e-commerce systems		Desirable
<b>Skills and knowledge</b>	<b>Level req'd</b>	
Inter-personal skills	Good	Essential
General IT skills	Good	Essential
Microsoft Excel skills	Excellent	Essential
Other Microsoft Office skills	Good	Essential
Knowledge of current pension legislation, regulation and provision		Desirable
Knowledge of current charity legislation and regulation		Desirable
<b>Qualifications</b>		
MAAT, ACMA, ACCA or equivalent		Essential
Degree level or equivalent		Desirable
Full, clean UK driving licence		Desirable

### **Additional Information:**

You may be required occasionally to carry out other reasonable activities necessary to ensuring that the work of Christian Concern and the Christian Legal Centre is carried out effectively.

There is an occupational requirement that the successful candidate be a practising Christian, committed to the upholding the Christian Concern statement of faith in lifestyle and belief.

### **For office use:**

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