**Head of Finance
Salary:** £55,000.00 - £60,000.00 (Dependent on Experience)
**Location:** Leeds
**Reporting to:** CEO, Board of Trustees

**About St. George’s Crypt**

The twin objectives of St George’s Crypt are the relief of hardship and poverty and the advancement of the Christian religion. It is therefore key for employees of the Crypt to pursue these aims both in their job role and in their personal life.  Due to the seniority of this role, there is an occupational requirement under Schedule 9 of the Equality Act 2010 for the post to be held by an active, practising Christian, evidenced by current involvement in the life of a Christian community.

**The Role**

We are seeking a talented and motivated **Head of Finance** to lead our finance function and play a pivotal role in the life of the charity. This is a fantastic opportunity for a qualified accountant who wants to use their professional skills to make a meaningful difference.

You will:

* Oversee all financial operations, ensuring robust controls and high-quality financial information to support effective decision-making.
* Prepare annual financial statements and manage an efficient external audit process.
* Have overall responsibility for the budget and quarterly forecasting processes
* Produce regular financial reports for trustees and senior management.
* Lead continuous improvements in finance processes and systems.
* Contribute to the strategic direction of the charity as a member of the Leadership Team, with the opportunity to progress to the Senior Leadership Team after a first-year review.

**About you**

We are looking for someone who combines professional expertise with a genuine commitment to our mission. Essential requirements include:

* Current accountancy qualification (ACA, ACCA, CIMA or equivalent).
* Strong technical skills including Excel, Word as well as experience of Xero, SAGE or Quickbooks (Xero Preferred).
* Excellent communication skills and the ability to present complex financial information clearly.
* Proven ability to work to deadlines with strong attention to detail.
* Experience of managing people and working collaboratively across departments.
* Ability to build effective relationships with auditors, regulators, and external stakeholders.
* A strategic thinker who can contribute to shaping the future of the charity.

**Faith Requirement**As a senior leader in the organisation, this role carries an occupational requirement under Schedule 9 of the Equality Act 2010 for the post holder to be an **active, practising Christian**, demonstrated by current involvement in the life of a Christian community. Alongside a head for finance, we are looking for a heart that seeks to reach out to the vulnerable with Christ’s love in alignment with our vision.

**Safeguarding**

The successful candidate will be required to undergo a DBS check and complete safeguarding training.

**How to Apply**

If you are inspired by the work of St George’s Crypt and have the skills and faith to lead our finance function, please send your CV and Cover Letter to HR@stgeorgescrypt.org.uk

**Application deadline: 17th October 2025**