

Financial Controller

Role Description and Recruitment Pack



Contents

Contents.....	2
Role overview.....	3
Why this position is important to us.....	3
The impact you will have in this role.....	3
Welcome to Stewardship	4
Our vision, mission and values.....	4
Job detail.....	5
Main responsibilities.....	5
It's all about you... ..	6
Desired skills and experience	7
Working for Stewardship	8
How to apply for this role	9

Role overview

Title:	Financial Controller
Hours:	35 hours per week
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 one day per week, or as the organisation requires.
Reports to:	Head of Finance
Salary:	£63,000-£67,000 per annum, depending on skills and experience
Closing Date:	9am on Monday 3 rd November 2025, however applications will be considered as they are received and early applications are encouraged.

Why this position is important to us

This is an exciting time where God is growing our organisation for the future, in our Kingdom impact, in our staff team, in our capabilities and support for Christian donors, churches, charities and workers. The work of the Financial Control team, led by the Financial Controller, plays a pivotal role in enabling Stewardship to deliver on its mission and maximise its impact.

The Financial Controller leads the Financial Control team within the CFO department, alongside the Finance Business Partnering, Investments and Lending teams. Last year, the Financial Control team was responsible for the accounting of £108m of restricted Gifts In and £106m of Grants Out to churches, charities and individual Christian workers. The team also supported the financial management of £215m of assets, including £11m of impact investments and £34m of loans to Christian churches and charities.

The impact you will have in this role

You will combine your Christian faith with your technical financial expertise and leadership experience to make a meaningful difference within Stewardship and in the achievement of our mission. You will lead and nurture your team, ensuring they are equipped, inspired, and developed to meet the high standards you set, actively promoting a culture of excellence, accountability, and service.

Working closely with business leaders and stakeholders, you will gain a deep understanding of their strategic priorities and collaborate to create solutions that enhance Stewardship's efficiency and effectiveness. As a donor advised fund and charitable services provider, Stewardship is a complex, atypical organisation and you will use your professional and communication skills to deliver financial clarity to those you meet, and in domains such as our annual report.

As a champion of financial integrity, you will confidently uphold financial protocols, even in challenging circumstances, safeguarding the organisation's resources and reputation. We operate in a fast-moving, complex and competitive environment and our leaders need good and timely data to manage their businesses. You will take pride in delivering timely, reliable financial data that enables reporting and analysis, informing wise decision-making.

Stewardship is in a new phase of investment in our financial systems and processes. You will play a central role in shaping, driving, and managing this transformation, ensuring the benefits are realised for your team and across the organisation, and building an infrastructure that is fit for future growth.

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.

In 2025, Stewardship was recognised at the Third Sector Awards, winning the award in the category of: Financial or Procurement Excellence of the Year.

Our vision, mission and values

Our vision is 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:



To find out more about Stewardship, [please view our short video clip](#)

Job detail

Main responsibilities

To include, but not limited to:

Team management and collaboration

- Leadership and management of the Financial Control team (Financial Accountant and Finance Assistant) monitoring and improving team performance.
- Leader within the wider Finance team and CFO department.
- Build effective working relationships with stakeholders across the organisation, including induction briefing of new joiners on the team's remit and services. In particular, collaborating closely with the Finance Business Partners and Investments team.
- Lead the team in continuously improving financial systems, processes and controls.

Financial accounting

- Subject matter expert in financial accounting, advising internal stakeholders and representing the organisation to statutory auditors.
- Preparation of the annual financial statements and management of the statutory audit. Key responsibility for driving forward improvements in response to auditor recommendations.
- Ensure that the Financial Control team maintains accurate and up-to-date financial records.
- Ensure that the team conducts period-end activities to strict timelines to enable timely financial reporting and decision making.
- Product owner and administrator of the finance system, maintaining the chart of accounts, overseeing period end closedown and maintenance activities.
- Subject matter expert on the current PSF finance system and a solution architect/advisor in the project to upgrade our finance system.
- Oversight of purchase ledger and sales ledger activities and staff expenses/credit cards.

Treasury and taxation

- Oversight of daily bank reconciliations and cash flow projections, making decisions to optimise returns on cash whilst maintaining adequate liquidity and compliance with organisational liquidity and investment policy parameters.
- Preparation and authorisation of ad hoc payments and supplier BACS payment runs. Senior access user on the PT-X BACS system.
- Authorised signatory and administrator for banking and payment systems, and investment managers. Instruction of bank and financial institution counterparties of deposits and withdrawals.
- Maintenance of the electronic fixed term deposit ledger.
- Subject matter expert in charity taxation. Authorised Official representative to HMRC. Preparation and submission of quarterly VAT returns, annual partial exemption and Capital Goods Scheme adjustments, and liaising with corporation tax advisers.
- Play a key leadership role in monthly liquidity review meetings, where decisions are made regarding tactical implementation of investment and liquidity policy objectives.

Financial controls

- Maintain the financial control checklist and report by exception to the Audit and Risk Committee.
- Review, reconcile and authorise monthly investments, and lending book values between the Finance (PSF), CRM (IBIS) and lending systems (FTM).

Payroll

- Submission of annual P11D and PAYE Settlement Agreement employment tax returns, and settlement of liabilities.
- Preparation and payment of staff payroll, and pension administration, incl. submissions to HMRC and our pension provider. Accounting and reconciliation of data in the finance system.

Other

- Supervising statutory payment terms reporting and environmental reporting.
- Preparation/supervision of the Charity Commission Annual Return, Companies House returns and ONS surveys.
- Co-ordinating the annual organisational insurances renewal.
- Any other initiatives and activities as directed by the Head of Finance.

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 and culture.

You should be:

- A great team leader, able to manage and motivate yourself and others to high standards.
- Motivated towards maintaining technical expertise and practiced at its practical application and explanation to stakeholders.
- Curious by nature and someone who strives for improvement in processes, self and team.
- Adept at problem solving, using your creativity to find pragmatic solutions.
- Willing to learn and adapt in your work, with an appetite for trying new things.
- Confident and able to stand one's ground when necessary for the good of the organisation.
- An effective communicator, with excellent written and oral communication skills.
- A team player who can collaborate across a variety of teams, skilled at task coordination and negotiation.
- A motivated self-starter who uses their initiative to serve their colleagues and customers.
- A practising Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

Desired skills and experience

Skills and experience	Essential	Desirable
You will be a qualified accountant, with an ACA, CA, ACCA or CIMA qualification (or equivalent) with good practical experience in applying FRS102.	✓	
You will be experienced in accounting and taxation matters particular to UK charities.		✓
You will have practical experience of legal and regulatory compliance associated with Charity SORP, Companies Act and Charity Commission.		✓
You will be adept at line management and leading and motivating small finance teams in fast-paced environments to tight service levels and deadlines including month end close.	✓	
You will be familiar with activities associated with staff payroll and pension administration and submission of associated tax returns.	✓	
You will be experienced in the submission of compliance activities such as VAT and ONS returns.	✓	
You will be experienced in the design and operation of financial control environment and monitoring its effectiveness.	✓	
You will be experienced in leading an organisation's engagement with its statutory auditors, bankers and investment managers.	✓	
You have a desire to solve problems and maximise efficiency for your team and customers, and lead others in process improvement.	✓	
You have excellent time-management skills, being able to work well and prioritise tasks for yourself and others, whilst under pressure.	✓	
You have strong IT skills, with a good working knowledge of all core Microsoft 365 applications, particularly Excel to Intermediate Level.	✓	
You have an eye for detail and a passion for excellence in your work.	✓	
You have a flexible and resilience approach to work, with a confidence to handle shifting priorities in your daily tasks.	✓	
You have experience of using Customer Relationship Management (CRM) tools.		✓
You understand motivations for Christian generosity and challenges that may be commonplace within the UK Church.		✓
You have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
You will meet our Occupational Requirement to be a practising 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.	✓	

Working for Stewardship

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.

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, this is a hybrid working role. We would expect you to be available to work in our London office approximately once a week or more frequently as business needs require it.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - 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 for this role



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.



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.



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

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