



CHURCH
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FINANCE MANAGER

Application Pack

FROM THE CEO

I am delighted that you are interested in the role of Finance Manager with Church Army. I really hope that as you read through this job pack you get a clearer sense of who we are.

In all our work Church Army seeks to support and empower those most in need in the UK And Ireland. We walk alongside and love those who are struggling, especially the marginalised.

Church Army makes a real difference in people's lives and every role offers the opportunity contribute to making our vision a reality. The work that you do with Church Army really will make a difference, and we are thankful for every one of our committed and passionate staff. Our GRACEUP values are at the heart of all that we do across Church Army, in our work and in our relationships. They serve as cultural cornerstones, compass points and anchors. In joining Church Army, you will belong to a community of remarkable people who are proud to do what they do. Together we work hard to make sure our team know that they are valued for their contributions and moreover valued for who they are.

We are proud to work in some of the toughest communities across the UK and Ireland. In Marylebone, London, we run the biggest women's only hostel and the only 24/7 emergency drop-in centre in the UK. Marylebone empowers women to end their homelessness and live their lives to the full. In Cardiff, we run the Amber Project, which helps young people who battle self-harm, and the Ty Bronna Project, which is a hostel for homeless young people. Elsewhere one of our Projects befriends, serves and supports vulnerable women involved in the sex industry.

It can be challenging work. Church Army is often found where others won't go and doing things that others can't or won't. Yet it is joyful and fulfilling work. We serve in a broad range of settings, with people from all walks of life, and of all faiths and none. I am thrilled and humbled to work for an organisation that does this in God's name and your name.

I hope that you will be inspired and encouraged to want to join our amazing team.

Yours

Matt Barlow, Chief Executive

ROLE OF FINANCE MANAGER

You will ensure the effective delivery of all aspects of financial management of the charity. You will provide day-to-day leadership of the finance function, bringing your accounting expertise to the team, and work collaboratively with me in my role as Director of Finance and Services, and from March with the incoming Chief Operating Officer, to ensure our strategy is translated into effective financial systems, budgeting, financial management and reporting.

Church Army has been through a period of significant change during 2025 as we have refocused our work on training and equipping people to share their faith, reducing the number of hands on-projects we run - by 2027 we expect our turnover to be around £4m a year, much reduced from the £11m spend in our March 25 accounts.

So, you will be joining at a key moment in the life of Church Army - having reduced the size and reshaped our frontline work the next stage of our transformation process will include reshaping our central support services to reflect the new shape and size of our organisation. This will include identifying the right finance systems, processes and the people resource appropriate for this next season.

The Finance Team is currently made up of 4 people (3.8 FTE) who hold specific responsibilities - they are warm, hardworking and reliable. This role sits within our central support services team which facilitates the work of CA across the UK and Ireland. You will get to be part of a team that works hard and is passionate about making a difference.

You will support the finance team to ensure efficient and effective processes are in place, identifying potential improvements to processes and systems as we seek to deliver an effective service to our frontline projects.

The successful candidate will be a qualified accountant with a track record of achievement and experience as a team leader in a similar sized organisation. You will be comfortable producing and developing monthly management accounts to meet evolving business needs, producing our year-end statutory accounts for the Church Army group and managing the audit process.

You will be an experienced leader, comfortable leading change, with who shares in our GRACEUP values, and passion for seeing communities transformed. You will be someone who is enthusiastic about the difference that strong financial management can make to our front-line activities.

We will provide you with the support you need to succeed, with regular 121s with me as your line manager, and all the support that comes from being part of a national Christian charity and a caring, supportive community.

Robin Webb, Director of Finance and Services

JOB DESCRIPTION

Job Title:	Finance Manager
Responsible To:	Director of Finance & Services
Responsible for:	Income Officer x 2 Purchase Ledger Officer Finance Officer
Relating To:	Managers and Team Leaders
Purpose:	To lead the Finance Team and be responsible for all aspect of financial management.
Objectives:	<ol style="list-style-type: none">1. Ensure effective delivery of all aspects of financial reporting, including management accounting, statutory accounts, budgeting and financial planning2. Review the finance and accounting systems and implement best value solutions for the reshaped Church Army3. Lead the management, development and training of staff within the Finance team4. Plan and implement the reshaping of the finance team, as part of the reshaping of our support services, during 20265. Ensure effective financial management of Church Army and Church Army Pension Scheme (CAPS)6. Be an active member of the central support services team

RESPONSIBILITIES AND KEY TASKS:

1. Ensure effective delivery of all aspects of financial reporting, including management accounting, statutory accounts, budgeting and financial planning.
 - 1.1. Produce monthly management accounts with commentary on key variances and highlights for the Director of Finance & Services and Management Team, developing the reporting format to meet evolving needs.

- 1.2. Produce the annual statutory accounts for the Church Army group (CA) and the Church Army Pension Scheme (CAPS), working closely with the auditors and planning and managing our side of the audit process to ensure effective audits of CA and CAPS.
- 1.3. Produce information and reports as required for the quarterly Board Finance Committee meetings, Marylebone and Waterways Project Board meetings and the half-yearly Investment Committee meetings, supporting the Director of Finance and Services in the effective preparation and admin of these committees.
- 1.4. Financial monitoring information required by grant funding bodies to be submitted accurately and on time.
- 1.5. Ensure VAT, corporation tax and other statutory returns are completed in accordance with deadlines.
- 1.6. Work with the Director to initiate and manage the annual budget process and develop wider financial strategy.
- 2. Review the finance and accounting systems and implement best value solutions for the reshaped Church Army**
 - 2.1. Audit current finance systems and processes, identifying gaps, inefficiencies, and opportunities for improvement.
 - 2.2. Evaluate and recommend best-value system options, preparing clear cost benefit assessments for decision-making.
 - 2.3. Lead the implementation and rollout of upgraded or new finance systems, ensuring strong controls, data integrity, and user training.
- 3. Lead the management, development, and training of staff within the Finance team.**
 - 3.1. Role model the Christian ethos and values of Church Army in every aspect of your work
 - 3.2. Lead and manage staff within the Finance team, including ensuring a strong team culture, contribution to the wider team, and good working practices.
 - 3.3. Liaise with Fundraising Team leader to ensure effective management of Finance staff work on Fundraising database management and other tasks.
 - 3.4. Coach, develop and train staff within the Finance team, encouraging and support their personal and professional development, including regular supervision sessions and appraisals.

- 3.5. Liaise with managers/staff within other teams, to ensure financial training and development is undertaken where appropriate for their role and to disseminate learning and good practice.
- 4. Plan and implement the reshaping of the finance team, as part of the reshaping of our support services, during 2026**
- 4.1. Design a revised finance team structure aligned with organisational needs and informed by a skills and capacity assessment.
- 4.2. Manage consultation, recruitment, and transition processes in partnership with HR and the COO.
- 4.3. Implement new roles, workflows, and performance expectations, ensuring the finance function integrates effectively with wider support services.
- 5. Ensure effective financial management of Church Army and the Church Army Pension Scheme (CAPS)**
- 5.1. Work with the Senior Leadership Team (SLT) and other Managers to develop, maintain and understand financial management information.
- 5.2. Support the Finance and Services Director in ensuring compliance with all financial, charity and company legislation.
- 5.3. Ensure effective procedures in place to manage the accounting of associated charities we support.
- 5.4. Monitor cash flow and ensure sufficient working capital for operational requirements.
- 5.5. Reconcile bank accounts and arranging transfers as required.
- 5.6. Agree and managing accruals and prepayments including PAYE and NI.
- 5.7. Support the purchase ledger officer in managing and reconciling accruals and prepayments, creating appropriate journals.
- 5.8. Ensure regular reconciliation of all nominal ledgers.
- 5.9. Maintain, review and develop procedures, systems and controls for processing income and expenditure, managing the implementation of any developments.
- 5.10. Review balance sheet accounts regularly, investigate anomalies and take action as necessary.
- 5.11. Investigate and report on any problems or issues which occur with financial controls.
- 5.12. Liaise with cost centre managers to assist them in managing their budgets and with projects, including the Marylebone Project, to ensure that any local financial records are maintained to a good standard and that any grant requirements are met.
- 5.13. Maintain/analyse investment funds, posting entries to ledger and reconciling accounts.

- 5.14.Ensure effective management of legacies, liaising with executors and solicitors to maximise income to Church Army in a timely manner, and the posting of entries to ledger/reconciliation of accounts.
- 5.15.Prepare and distribute monthly donations income Reports to support Fundraising management.
- 5.16.Manage month end for Marylebone Project and process data import into accounts system.
- 5.17.Provide support to the finance team at the Marylebone Project, including occasional visits to London to provide in person support.

6. Be an active member of the central support services team

- 6.1.Attend wider team gatherings, and play an active part in the life, objectives and shared practices of the central support services team.
- 6.2.Help build a sense of community and teamwork within the central support services teams
- 6.3.Share in the general responsibilities of all staff with regards to:
 - Welcoming visitors
 - Answering the telephones
 - Dealing with incoming and outgoing post

General

- Undertake other allocated duties which are commensurate with the post.
- Attend an annual appraisal and regular one to ones with your line manager.
- To undertake any training as required or identified as necessary by your line manager.
- Adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook.
- Act in the best interests of Church Army at all times.

PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

ESSENTIAL	DESIRABLE
Knowledge, Qualifications and Understanding	
Professional accountancy qualification (ACCA / CIMA / CIPFA / ACA)	
In-depth knowledge and understanding of internal controls and compliance with internal and external regulations / legislation	
Excellent knowledge of Charity Accounting Regulations	
Good understanding of Charity Law	Thorough knowledge of GDPR
Experience of leading and developing a finance team	
	Experience of implementing a new accounting system and other financial systems
A breadth of practical experience of financial reporting and financial management.	
Experience	
Experience of leading significant changes to systems and within teams	
Experience of working in a medium / large organisation, supporting managers across different teams and dispersed geographic locations and working with complex systems and data	
Skills and Abilities	

Strong financial accounting skills, including preparation of year-end financial statements in a medium or large organisation	
Excellent organisational skills and ability to work under pressure and to deadlines.	
Excellent communication and interpersonal skills	
Able to work flexibly	
Excellent Excel skills and confident user of MS office	
Able to take an overview perspective alongside excellent attention to detail	
Attributes	
Collaborative leader and Team player and Team builder	
Innovative 'can do' approach	
Reliable and Calm	
Problem solver	
Other	
Conversant with, and in sympathy with, the aims and ethos of Church Army	
Models the values of Church Army (GRACE UP)	

TRAINING

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular one-to-one meetings with your line manager and all the support that comes from being part of a national charity and a loving community.

OUTLINE TERMS AND CONDITIONS

Location	Pennine Five, Sheffield Hybrid working minimum 3 days per week in office
Salary	£ 43,840.00 per annum - Pro Rata for part time
Hours	Option of: Full-time: 37.5 hours per week 0.8 Part-time considered
Pension	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.
Annual Leave	25 days plus Bank Holidays (total 33 days) Pro-Rata for part time
Probation Period	Six months' probation period
Contract Type	Open Ended
Notice Period	Three months (after probation period)
DBS Requirement	<p>A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy.</p> <p>Everyone in Church Army whether a staff member, volunteer, Evangelist, Evangelist in Training or Licenced Waterways Chaplain is responsible for making sure that Church Army has a safe and healthy safeguarding culture. We are committed to protecting the vulnerable and ensuring the highest possible safeguarding standards. We expect everyone in Church Army to be familiar and comply with our Safer Ministry Policy, undergo any safer recruitment processes, and report any concerns or behaviours they don't think are right to a member of the safeguarding team: safeguarding@churcharmy.org, or someone they trust.</p>
Occupational Requirement	Due to the nature of the post, there is a requirement that the post holder has a faith in Jesus Christ, demonstrated in an active involvement in a church which is a member of Churches Together in Britain and Ireland. Post holders must be in agreement with our vision and able to live out our values.

We also offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Benefit Hub
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

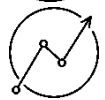
Everything we do is underpinned by our GRACEUP values:



Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



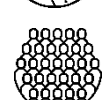
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act. Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



APPLICATION PROCESS

If you would like you to find out any more about the role, please contact:

Robin Webb: Director of Finance and Services.

Email: robin.webb@churcharmy.org

Mobile: 07825 180185

To apply, please submit a Church Army Faith Based Application Form which is available to download from the job advert on our website.

Please ensure your application meets the criteria set out in the job pack.

Deadline: 9am Monday 2 February 2026

* We are looking to appoint for this role as soon as possible and will review applications as they come in, this means that this job may be withdrawn before the advertised closing date.

Interview date: Tuesday 10 February 2026

What to expect from our Recruitment Process:

- Send your completed application form by email, in word format, to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including one faith based

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: www.churcharmy.org

