

Partner Finance & Bookkeeping Manager



Job Description

Looking for an opportunity to use your gifts as part of the Keswick Ministries team?

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in his world. Our three priorities are hearing God's Word, becoming like God's Son, and serving God's mission.

We are looking for a capable, self-motivated, organised person (or persons for a job-share) to look after our day-to-day bookkeeping (using Sage / Sage Payments) - processing receipts, raising, and paying invoices and expenses; handling supporter giving; reconciling giving and providing reports to our external accountant; handling Gift Aid, reporting to Company Secretary.

Working with our Head of Communications & Engagement in the management of our supporter relationship management system.

Managing year-round volunteers logging of gifts and managing the Gift Processing Team at Convention.

Key details

Role Title: Partner Finance & Bookkeeping Manager, reporting to Company Secretary

Role Type: Permanent fulltime 37.5 hours per week / or two-person job share.

Location: Based in Keswick; with the option of some remote working.

(The normal working pattern: staff work in the Keswick office Tuesday to Thursday, and from home Monday and Friday.)

Salary: £25-28k pa dependent on experience. Plus, Auto-Enrolment pension with 8% employer contribution and Salary Sacrifice option.

Start Date: Preferably by 1st August.

Application deadline: Monday 17th June

Interviews: w/c 24th June in Keswick.

How to apply: Please email your CV, completed application form and a covering letter outlining what you would bring to the role to Jobs@keswickministries.org. Please also provide the names of two referees, at least one of whom could be contacted ahead of short-listing.

The main responsibilities of the role include:

Finance:

- Day to day processing of receipts, payments, and expenses; raising invoices; using Sage / Sage Payments and internet banking.
- Providing monthly reports, including gift reconciliation to, and liaising with external accountant re provision of management accounts. Providing information to auditors.
- Preparation and submission of regular Gift Aid claims.

Partner Relationships Management:

- Engage with supporters wishing to give to KM. Ensure all supporter records are up to date and accurate. Prepare thank you letters.
- Working with Head of Communications & Engagement on appeals and provision of mailing lists and reports; maintaining accurate records on supporter database and providing training to staff in its use.

Managing volunteers:

- Manage team of year-round volunteers who assist with the logging of gifts.
- Manage Gift Processing Team at Convention - prepare documentation; train team; oversee; provide reporting to leadership / Treasurer.

Person Specification:

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Previous experience working in a bookkeeping / accounting role in the charitable sector/ and or a secretarial / administrative capacity providing financial management.
- Confident user of Microsoft Office software, particularly Excel.
- Practical knowledge of Financial Systems (we use SAGE 50).
- Excellent organisational and planning skills and the ability to handle deadlines against changing / conflicting priorities.
- Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.
- Ability to deal with confidential, sensitive, and personal information.
- Excellent communication skills, written, verbal and oral. An ability to communicate in a way that is gospel-focused and grace-driven.

