

Admin Assistant (Finance)

Information for prospective candidates



**Keswick
Ministries**

HEARING BECOMING SERVING

Introduction and Context

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in His world. Our three priorities are to hear God's Word, to become like God's Son, and to serve God's mission in the world. At the centre of what we do is the Keswick Convention, begun in 1875. The Convention draws more than 12,000 Christians, including around 3000 children and youth, from across the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in his world.

We are at an exciting period in Keswick Ministries' history. Having completed the Derwent Project, we are now using the Pencil Factory as host for the Convention, bringing all our activities together in one location. It has also provided us with a base from which to deliver our year-round ministry of inspiring, equipping, Bible-centred teaching and training events that focuses on 'whole of life' discipleship. And alongside that a venue that is available to hire and provide a fantastic location for conferences, concerts, and church events.

In addition, we produce resources, both printed and digital, that point to Christ and help with daily discipleship. We are also a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.



Letter from CEO

We are thankful to God for the many opportunities he is bringing us. We want to be able to help believers grow in their walk with Christ, refresh the church and have a passion to see the gospel go to all peoples. And it takes a staff team to deliver that vision. We are therefore seeking to build our staffing capacity as we continue to grow, and this role of Admin Assistant (Finance) is key to being able to deliver what we believe the Lord is calling us to pursue. So, we are delighted to be seeking an organised and friendly individual to be a key support to the finance team in the ongoing ministry. I look forward to meeting you!

In his grace



Mark Ellis

Letter from Director of Business Operations

We are experiencing an exciting time of growth at Keswick Ministries and are thrilled to be looking to appoint someone to support the finance team in maintaining organised and efficient systems and performing vital bookkeeping tasks. We don't need you to have experience in this area, but to have a desire to serve and grow. We will provide training and support. So, we're looking for an organised and teachable individual to join us in our dynamic, fast paced office, providing crucial support to the finance department as we grow our ministry and business operations into the future.

In Him



Mike Causey



Job Description

Purpose of Role – To provide essential support to the finance team ensuring smooth operation of the office

Reports to – Head of Finance

Key Relationships – Finance Team

This role involves various clerical duties and other tasks that ensure the team maintain an organised and efficient work environment.

The role will include some general administrative support across the team; maintaining systems of records; and basic bookkeeping tasks.

This is a role in which to learn and grow. We will provide full training and anticipate enabling the successful candidate to develop their financial skills to a level where they are able to fulfil the role of a bookkeeper.

MAIN RESPONSIBILITIES

- General Office & Facilities
 - General administrative support to the Head of Finance, and the Bookkeeper
 - Organise, file, and retrieve corporate records, documents, and reports
 - Maintain electronic and hard copy filing systems
 - Provide excellent customer service to clients and customers
- Finance
 - Day to day processing of receipts, payments, and expenses
 - Provide administrative support during audits and financial reviews
 - Communicate with suppliers, contractors, clients, and internal departments regarding financial matters
- Partner Relationships Management
 - Engaging with supporters wishing to give to Keswick Ministries - one-offs and via regular Direct Debit
 - Ensuring all supporter records are up to date and accurate



Person Specification

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Aptitude for/experience working in an administrative capacity. Full training will be provided for this role
- Confident user of Microsoft Office software
- Good administrative and planning skills and the ability to handle deadlines against changing/competing priorities
- Ability to work well within a busy, multi-disciplinary team and office environment, communicating clearly with colleagues
- Ability to deal with confidential, sensitive, and personal information
- Good communication skills. An ability to communicate in a way that is gospel-focused and grace-driven

Key Details

Contract – Permanent

Hours – Between 22.5-37.5 hours per week, different working patterns available

Location – Onsite in Keswick office, with option to work from home on Monday and Friday

Salary – £24-26k per annum dependant on experience

Pension – 8% employer contribution and Salary Sacrifice option

Holidays - 25 days plus bank/public holidays. This includes four days between Christmas & New Year

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law. **Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to Keswick Ministries statement of beliefs and values.*

Start Date: As soon as possible

How to apply – Please send a **CV**, a **cover letter** as to why you want this role, and completed **application form**. Application form available from: keswickministries.org/join-the-team/. Please send these three items to jobs@keswickministries.org

Closing Date – Sunday 11 May 2025

Interviews – 15/16 May 2025

