

FINANCIAL CONTROLLER
PERMANENT PART-TIME (3 DAYS PER WEEK)
£40,000 - £45,000 pro rata

Join the 24-7 Prayer team!

We are looking for an individual who is passionate about finance, loves systems and goes the extra mile to deliver efficiency and excellence.

Working with our Chief Finance Officer, you will be responsible for 24-7 Prayer's accounting, including the production of the annual report and accounts, budgets, accounts payable and payroll. We need someone who is highly organised and loves getting the detail right. You'll also be passionate about prayer and eager to be part of a movement that is seeing tremendous growth in recent years.

This role can be either based in our Woking office or a hybrid role. If hybrid, there is a requirement to attend mandatory in-person meetings at either our Woking office or Waverley Abbey House (averaging once a month).

If you'd like to apply for the role, please [Click Here](#) to complete the application form. When prompted in the application process, please upload:

1. Your CV
2. A 1-page covering letter explaining why you are suitable for the role and why you would like to work at 24-7 Prayer.

If you do not upload both pieces of documentation your application will not be taken further. *Please note: all applicants must have an existing legal status to work and reside in the UK.*

Closing date for applications: **Sunday, 17th November 2024**

Interview date: **Tuesday, 26th November 2024** (in person in Woking)

Please note that this role holds an occupational requirement for the post holder to be a practising Christian with a living relationship with God, living in accordance to biblical principles. This is in accordance with Schedule 9 of the Equality Act 2010.

About the organisation

24-7 Prayer began as one simple prayer meeting in 1999, and is now an international, interdenominational movement, reviving the church and rewiring the culture through non-stop night and day prayer. From apps and courses to prayer rooms and blogs; we exist to help people pray.

Financial Controller

Job Title: Financial Controller

Line Managed By: Chief Finance Officer

Salary: £40 000 – £45 000 per annum pro rata (depending on experience)

Contract Type: Permanent, part time (3 days a week)

Role Description: The Financial Controller is responsible for 24-7 Prayer's accounting, including the production of the annual report and accounts, budgets, accounts payable and payroll.

Key Responsibilities:

- The Financial Controller will assist in maintaining the high standards in the finance team and play a pivotal role in supporting the CFO in running the team.
- Prepare the annual accounts, in compliance with SORP and relevant GAAP. Work with external accountants/auditors to manage the preparation and audit of end-of-year accounts.
- Facilitate the production of the annual report.
- Lead on organisation-wide budgetary planning along with the CFO and CEO.
- Responsibility for the integrity and accuracy of the general ledger.
- Ensure efficient day-to-day financial operations within the charity, such as payroll, invoicing, and other transactions.
- Efficient and rigorous financial administration including but not limited to staff expense, bookkeeping, gift aid (and any associated schemes), P11d, bank reconciliations, payroll, the workplace pensions scheme, credit card management and invoice processing.
- Provide support and training to other staff on finance issues (such as purchasing and commissioning of expenditure, charity SORP requirements, etc.)
- Ensure all external obligations, accounts and budgets are prepared and reported in a prompt, accurate and timely manner.
- Ensure all organisational financial practices are in line with statutory regulations and legislation and evolve and ensure adherence to finance policies and procedures, including the maintenance and development of these.
- Stay up to date with any relevant changes to charity legal and financial responsibilities, for example charity commission and HMRC reporting requirements.

Key requirements and skills:

- Professional accountancy qualification (CIMA, ACA, ACCA) with significant experience in financial control, ideally in a UK charity.
- Experience in managing year-end audits and producing statutory accounts.
- Track record of planning and budgeting for organisations with annual turnover of at least £1 million.
- Strong communication and interpersonal skills.
- High levels of familiarity and comfort with Microsoft office packages and computer-based accountancy packages – QuickBooks is currently in use.
- Experience with DEXT, ApprovalMax and SAS is desirable.
- Ability to prioritise and work flexibly in a busy environment.
- Be comfortable working in a hands-on environment.
- Enthusiastic and self-motivated with initiative.

Additional Comments:

- The Postholder will be expected to maintain a living relationship with God and live consistently according to Biblical principles.
- Reasonable time will be given for retreat, prayer, and personal spiritual development in liaison with your line manager.