

FINANCE REPORTING OFFICER
PERMANENT, FULL TIME, JAN 2026 START
£29,000 – £36,000 (*depending on experience*)

WHO WE ARE

24-7 Prayer is an international, interdenominational prayer movement, with a vision to revive the church and rewire the culture through non-stop night and day prayer.

We started in 1999, when a simple student-led prayer vigil went viral and groups all over the world joined in to pray. Now, over two decades later, thousands of communities have taken part in 24-7 Prayer in churches, communities and cities in over half the countries on earth. From apps and courses to prayer rooms and blogs; we exist to help people pray.

THE ROLE

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

Working with our Chief Financial Officer, you will be responsible for the development and production of the finance reports and the 24-7 Prayer dashboards, as well as supporting regular finance operations such as updating the accounting system and processing bills and invoices. We need someone who is highly organised and loves getting the detail right. You will also be passionate about prayer and eager to be part of a movement that has seen tremendous growth in recent years.

This role can be based at our Woking office or offered on a hybrid basis. This role will require the successful candidate to commit to work from our office (based in Woking) at least once a week. There is also a requirement to attend mandatory in-person meetings (typically at either the Founders Studio in Guildford or Waverley Abbey House in Farnham once a month). This role will also require travel both nationally and occasionally internationally.

If you would 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.*

Closing date for applications: Sunday 30th Nov 2025

Interviews: Tuesday 9th December 2025

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.

Job Description

Job title:	Finance Reporting Officer
Salary:	£29,000 – £36,000 (depending on experience)
Contract type:	Permanent, Full Time
Line managed by:	Chief Financial Officer
Role Description:	The Finance Reporting Officer will be responsible for the development and production of the finance reports and the 24-7 Prayer dashboards, as well as supporting regular finance operations such as updating the accounting system and processing bills and invoices.

Key Responsibilities:

- Produce and enhance the regular finance reports.
- Develop and produce 24-7 Prayer dashboards.
- Update the accounting system with data feeds from external systems.
- Improve the data quality of the accounting system.
- Support bookkeeping tasks, including processing payments and invoices.
- Provide ad hoc financial reporting and analysis as required.

Key Requirements and Skills:

- Track record of developing and implementing management reports.
- High levels of familiarity and comfort with Microsoft office packages, especially Excel, and computer-based accountancy packages – QuickBooks is currently in use.
- Experience in finance, accounting, or bookkeeping, ideally in a UK charity.
- Familiarity with accounting software and financial reporting tools.
- Strong attention to detail and organisational skills.
- Experience with DEXT, ApprovalMax and SAS is desirable.
- Ability to prioritise and work flexibly in a busy environment.
- Comfortable working in a hands-on environment.
- Strong communication and interpersonal skills.
- Enthusiastic and self-motivated with initiative.

Additional Comments:

- Reasonable time will be given for retreat, prayer and personal spiritual development in liaison with your line manager.
- The post-holder will be expected to display high levels of cultural intelligence and maintain a commitment to diversity ensuring that voices within the movement are heard and valued.
- Organisational benefits include: Hybrid working, retreat days, life insurance, enhanced sick pay, complimentary ticket to Wildfires Festival, attending our annual international Gathering event.