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# 24-7 PRAYER: FINANCE MANAGER

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## THE ROLE

**We are looking for someone amazing to join the 24-7 Prayer team!**

We are looking for someone amazing to join the 24-7 Prayer team! Based in our head office in Woking, UK, 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 Finance Director, you will help to lead the financial direction of the 24-7 Prayer movement, embedding a culture of strong financial management, effective controls and efficient financial processes, overseeing all aspects of our day-to-day financial management.

We need a strong communicator who is highly organised, adept at multi-tasking and prioritising amidst a busy environment; a great team player in a fast-paced organisation. You'll also be passionate about prayer and eager to be part of a small, friendly office culture.

So, whether you are a newly-qualified, wannabe one-day Finance Director looking for your first big role, or a more experienced accounts and systems manager, then we want to hear from you!

If you'd like to apply for the role, please send an email explaining why you're interested in joining with us, any connection with 24-7 Prayer you may have, along with your CV to Georgina Micklewright at [recruitment@24-7prayer.com](mailto:recruitment@24-7prayer.com).

Closing Date for applications: 30<sup>th</sup> September 2019

(All applicants must have an existing legal status to work and reside in the UK.)

### **About 24-7 Prayer International**

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.



## JOB DESCRIPTION

<b>Postholder:</b>	<b>Finance Manager</b>
<b>Line Managed by:</b>	Finance Director
<b>Salary:</b>	£25,000 - £30,000 pro rata depending on experience.
<b>Contract Type:</b>	Permanent, part-time or full time (negotiable).
<b>Role Scope:</b>	Day to day financial oversight including management accounts and budgeting.
<b>Role Description:</b>	The Finance Manager is responsible for overseeing all of 24-7 Prayer's end-to-end finance operations, including financial planning and analysis, balance sheet reconciliations, payroll and accounting.

### **Key Responsibilities:**

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions.
- As part of the Senior Management Team, contribute to strategic and operational planning, including new developments.
- Ability to interpret complex financial information and provide updates and information as needed.
- Assist the Finance Director (FD) in organisation-wide budgetary planning.
- Monitor cash flow, accounts and other financial transactions.
- Efficient and rigorous financial administration including but not limited to staff expense, bookkeeping, gift aid (and any associated schemes), payroll, the workplace pensions scheme, credit card management and invoice processing.
- Support and train other staff with purchasing and commissioning of expenditure.
- Provide timely, accessible and useful financial reports for senior leaders, and proactively develop the quality and usefulness of financial reporting and communications
- All external obligations, accounts, budgets and forecasts are prepared and reported in a prompt, accurate and timely manner.
- Work with the FD and external accountants /auditors to manage the preparation and audit of end-of-year accounts.
- Alongside the FD, ensure all organisational financial practices are in line with statutory regulations and legislation and evolve and ensure adherence to finance policies and procedures.
- Collaborate in the design and implementation of financial systems and process improvements.
- Stay up to date with any relevant changes to charity legal and financial responsibilities, for example charity commission and HMRC reporting requirements.
- Assist the fundraising team with planning and monitoring income generation.
- Provide financial information for funding bids and pitches, attending funder meetings as necessary

### **Key Requirements & Skills**

- Degree level qualification or ATT (or comparable) in accounting, finance management or similar.
- Experience in finance management and accounting.
- Senior Management experience.
- High levels of familiarity and comfort with Microsoft office packages and computer-based accountancy packages – QuickBooks is currently in use.
- Track record of planning and budgeting for organisations with annual turnover of at least £1million.
- Experience of payroll admin including workplace pensions and leave provisions (i.e. Maternity leave etc).
- Confident and clear communicator in both written and verbal forms of communication
- Highly organised with superior attention to detail, especially in planning and budgeting.

### **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