

Finance Business Partner

Role Description and Recruitment Pack



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Role overview

Title:	Finance Business Partner
Hours:	Full time, 35 hours per week, although we can be flexible for the right candidate.
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the organisation requires.
Reports to:	Senior Finance Business Partner
Salary:	£42k p.a.
Closing Date:	9am, Monday 8 June 2026

Why this position is important to us

The Finance Business Partner plays a vital role in helping teams across the organisation make wise, well-informed decisions with the resources entrusted to them. Working alongside the Senior Finance Business Partner, this role sits at the heart of good stewardship — combining clear financial insight, accurate reporting and a genuine desire to see the organisation flourish in its mission.

This role works closely with budget holders across the organisation, translating financial information into clear, practical insight that supports planning, accountability and confidence. It suits someone who enjoys collaboration, values precision, and is motivated by learning and continuous improvement. As part of a supportive and experienced finance team, the role offers real opportunity to grow in confidence and capability. Stewardship's unique context as a donor advised fund, combined with its professional services offering to churches and charities (such as payroll bureau and accounts examination), offers exposure to a broad and varied range of financial activity, making this an especially rich environment for developing strong business partnering skills within a values-driven charity.

The impact you will have in this role

In this role, you will make a practical difference to how teams plan, manage, and understand their finances. By producing clear financial information, supporting budgeting and forecasting, and working alongside colleagues to understand financial implications, you will help improve confidence and consistency in financial decision-making. Over time, your work will strengthen financial capability across the organisation and support Stewardship to deliver its mission in a well-planned and sustainable way.

Welcome to Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

Our vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

At our core, as believers in Jesus Christ, are the biblical values of:



Generosity
expressed with
Joy



Relationship
strengthened with
Understanding



Integrity
demonstrated with
Justice



Service
delivered with
Excellence

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today we help over 30,000 Christians experience the joy of being 'actively generous', supporting over 4,000 churches, 2,300 Christian workers and 6,000 charities.

Our methods have changed, but our mission remains the same.

Job detail

Overview

The Finance Business Partner provides high-quality financial support to teams across the organisation, working closely with and under the guidance of the Senior Finance Business Partner. The role focuses on supporting good decision-making, accurate financial reporting, and effective stewardship of resources by ensuring that financial information is clear, timely, and well understood.

The role holder will work alongside budget holders to support budgeting, forecasting, and the interpretation of financial performance, helping teams understand their financial position and the implications of their plans. Through day-to-day business partnering, analysis, and reporting, the Finance Business Partner will contribute to stronger financial management across the organisation, while developing their own skills and confidence within a supportive Finance Team structure. The role requires a collaborative, approachable mindset, attention to detail, and a willingness to learn, with the opportunity to grow in responsibility over time.

Main responsibilities

To include, but not limited to:

- **Business Partnering** – Provide financial support, guidance, and insight to teams across the organisation, working with budget holders to help them understand their budgets, forecasts, and financial performance. Support constructive conversations about spend, pressures, and priorities. Provide analysis to support decision-making, including basic modelling and options analysis, with guidance from senior finance colleagues where needed.
- **Budgeting and Forecasting** – Support the Senior Finance Business Partner with budgets and reforecasts, working with budget holders to gather information, update forecasts, and ensure budgets are realistic and aligned with agreed plans. Assist with cashflow forecasting as required.
- **Management Accounts & Financial Performance Information** – Prepare and support the production of monthly management accounts and financial reports for budget holders and senior leaders. Help analyse variances, identify trends, and ensure data is complete, accurate, and well understood.
- **Annual Report & Audit** – Support the Senior Finance Business Partner with the preparation of the annual report and accounts, including supporting with the external audit as required. This involves collaborating with stakeholders across the organisation.
- **Review Lending Proposals** – Support the Senior Finance Business Partner with reviewing lending proposals (drafted by the Lending Team) based on lending applications from churches and charities. The role holder will need to focus on the accuracy and results of the affordability calculations, whilst also considering Kingdom impact.
- **Financial Project Support** – Provide finance support to projects and initiatives as directed by the Senior Finance Business Partner or Head of Finance, contributing analysis, reporting, or planning input as required.
- **Other duties** as directed by the Senior Finance Business Partner or Head of Finance.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You have excellent communication, both verbal and written, and are able to explain financial information in a straightforward, accessible way to non-financial colleagues.
- You have strong numeracy skills, good attention to detail, and take pride in producing accurate work.
- You are organised, able to prioritise and work to challenging deadlines, adapting to changing situations and workloads.
- You enjoy working collaboratively and building positive working relationships within your immediate team and across the organisation.
- You are open to learning, developing your skills, and receiving, and responding to, feedback.
- You are motivated, dependable, and willing to take responsibility for your work.
- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
A part-qualified accountant (ACCA or CIMA).	✓	
Proven experience in communicating effectively and building working relationships with a variety of stakeholders across the organisation.	✓	
A demonstrable ability to consistently deliver on time, with high attention to detail and accuracy.	✓	
Excellent knowledge and experience in finance systems and Excel.	✓	
Current or previous experience of preparing easily understandable financial reporting.	✓	
Experience in the preparation of annual reports and involvement in external audits.		✓
Experience in financial modelling and the ability to make the results understandable to a non-financial audience.		✓
Experience of working in the not-for-profit sector and an understanding of charity accounting.		✓

Working for us

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).
A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each month, or as required by the organisation. As this role involves collaborating with multiple stakeholders from across the organisation, it is likely that the requirement will be an average of 2-4 days each month.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
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How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.