



Finance Lead

INFORMATION FOR
PROSPECTIVE CANDIDATES

Introduction and Context

Keswick Ministries, a Christian organisation based in the heart of the Lake District, exists to refresh God's people with joy in Christ Jesus. Since 1875, Christian believers have gathered in Keswick for an annual Convention where they can *Hear God's Word, Become like God's Son, and Serve God's Mission*. This summer, we welcomed around 10,000 adults and 3,500 children to the event.

The Convention is beloved by Christians across the UK and far beyond, with associated events taking place around the world. It is known for its rich and faithful bible teaching and Christian fellowship in the heart of a beautiful national park. It is completely free to attend, making it as accessible as possible to all.

Keswick Ministries is growing: the Convention is becoming increasingly popular for children and young people, and with the acquisition of a fantastic large site in the heart of Keswick we are developing our year-round ministry to serve and bless the church.

In addition to the flagship Convention, we also produce resources, both printed and digital, that point to Christ and help with daily discipleship. We have year-round ministry events to feed God's people. 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.

By God's grace, we now have a broad campus of buildings and properties that we use for events throughout the year, both for ministry and commercial use. This is building fast, with bookings from many industry sectors, and a range of event types from concerts to conferences, exhibitions to expos. The finance team support both the ministry and commercial activities of the organisation in this exciting period of growth.



Letter from Director of Business Operations

We are experiencing an ongoing time of growth at Keswick Ministries and are thrilled to be looking to appoint someone to lead vital bookkeeping work and oversee our systems and processes on a daily tactical basis.

As we steward the amazing resources we've been given, that enable us to deliver ministry and build business income through other events, this is a role that definitely has a foot in both charity and commercial sectors.

Please do consider if you'd be able to join us and help us grow and serve.

In Him



Mike Causey

Letter from Head of Finance

We are looking for a good track record and / or qualifications that demonstrate how you'll be able to hit the ground running. You will take the lead on day-to-day bookkeeping and accounting, and be a reliable and trusted advisor across the Keswick Ministries team. We will provide training and support related to our in-house systems.

In summary, 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 and managers across our teams, as our ministry and business operations continue to grow.

In Christ,



Simon Overend

Finance Lead

Role Description

Working hours: Full time, permanent contract, 37.5 hours per week

Starting date: 1 September 2026

Location: Keswick Ministries, Keswick

Reports to: Head of Finance



Job Purpose

Reporting to the Head of Finance and working alongside the Finance assistant, you will oversee the day-to-day bookkeeping processes within the Keswick Ministries office. In addition, you will work closely with the Head of Development to manage supporter relationships in our CRM system. During the annual Convention you will coordinate the 'Gift processing team' and throughout the year you will have the support of a small team of regular volunteers who help with processing gifts on a weekly basis.

Responsibilities include:

Finance:

- Day to day processing of receipts, payments, and expenses; raising invoices; using Sage and internet banking.
- Providing monthly reports, including gift reconciliation to, and liaising with external accountant re provision of management accounts. Providing information to auditors.
- Preparation and submission of regular Gift Aid claims.
- Supporting the transfer from Sage to Xero in the future

Partner Relationships Management:

- Engage with supporters wishing to give to Keswick Ministries. Ensure all supporter records are up to date and accurate.
- Working with Head of Development on appeals and provision of mailing lists and reports; maintaining accurate records on supporter database and providing training to staff in its use.

Coordination of Finance Volunteers:

- Coordinate team of year-round volunteers who assist with the logging of gifts.
- Coordinate Gift Processing Team at the Convention - prepare giving process, train and coordinate the volunteer team, provide reporting to Head of Finance / Treasurer.

Person Specification

Essential Skills & Abilities

- Bookkeeping qualification at AAT Level 3 or equivalent. Alternatively, 5 years' experience in one role, demonstrating skills at this level.
- Experience in use of bookkeeping software such as Sage, Xero or equivalent
- Confident user of Microsoft Office software, particularly Excel.
- Ability to work well within a busy, multi-disciplinary team and office environment, liaising effectively at all levels.
- Ability to deal with confidential, sensitive, and personal information.

Essential Personal Attributes

- Wholehearted belief in and commitment to Keswick Ministries' statement of beliefs and values – included at the end of this pack.
- Excellent communication skills, written and spoken. An ability to communicate in a way that is gospel-focused and grace-driven.
- Excellent organisational and planning skills and the ability to handle deadlines against changing / conflicting priorities.

Desirable Criteria

- Previous experience of implementing Xero software within an organisation
- Previous experience of working for a charity
- Experience in use of CRM systems
- Experience in the coordination of a small team of people



Key Details

Contract This is a **full-time, permanent contract**.

Hours Full time 37.5 hours per week. Attendance in the Keswick Ministries office from Tuesday – Thursday with the option to work remotely on Monday and Friday if preferred.

Location Keswick Ministries, The Pencil Factory, Keswick

Salary £32-35k per annum depending 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: 1 September 2026

How to apply – Please send a **CV**, a **cover letter** as to why you want this role and completed **application form**. An application form is available on the jobs page of our website. Please send these three items to jobs@keswickministries.org

If you require any further information about this role please email Amy on jobs@keswickministries.org

Closing Date – 12 July 2026

Interviews – 16 July 2026

About Keswick Ministries

How We're Run

The Keswick Convention Trust Limited (also known as Keswick Ministries) is a charity and a company limited by guarantee. The trustees of the charity are the company's directors, and are responsible for the charity's governance. Day-to-day operations are managed by the staff team, led by our Chief Executive. The trustees meet three times a year and have two committees that support their work: the Ministry Committee, responsible for the spiritual development of the ministry, and the Finance and General Purposes Committee, responsible for business and practical development.

Keswick Ministries has a suite of policies, including Safeguarding, Health and Safety, Data Protection, and Risk Management.

Our Statement of Faith

Our Biblical convictions underpin everything we do at Keswick Ministries - our teaching, our gathering, and our vision for helping people know and follow Christ more deeply.

1. There is one God in three persons, the Father, the Son and the Holy Spirit.
2. God is sovereign in creation, revelation, redemption and final judgment.
3. The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.
4. Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.
5. The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.
6. Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.
7. Those who believe in Christ are pardoned of all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.
8. The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.
9. The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ-like in character and behaviour and gives them power for their witness in the world.
10. The one holy universal church is the Body of Christ, to which all true believers belong.
11. The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.

Our Values

Our values shape who we are, impacting what we do and how we do it. Over and above everything is Christ. We fully depend on him, seek to be like him, and do everything to make him known for his glory and our joy.

Delight in God's word: We come to God's word with a sense of wonder and anticipation, knowing that we see Christ most clearly in it. We crave Bible teaching which goes through the heart and draws us to him.

Generous unity in Christ: We are as narrow as the gospel demands, and as generous as the gospel compels us to be, knowing that Christian believers are "All one in Christ Jesus." We treasure unity in our diversity, always speaking well of each other.

Humble dependence in prayer: We rejoice in our frailty and finiteness, unashamed to be completely dependent on God in prayer. We desire his glory above all things, and choose to enjoy the truth that he is in control as we bring our needs to him.

Passion for mission: We have hearts that overflow with joy in Jesus and, compelled by his love, long to share the goodness of the gospel. We want to inspire people of all generations to share the grace of Jesus Christ with people who have never heard of him.

Joyful engagement with God's world: We value creativity and beauty as part of our calling as human beings, made in the image of God. We seek to value and transform homes, workplaces, culture and creation, living for God's glory in our ordinary everyday lives.

Rooted in the local church: We celebrate the local church as the primary place for lifelong discipleship, and the beautiful bride for whom Christ died. We long to serve the local church, so that God's people flourish in local fellowships across the UK and beyond.

How We Live and Lead

The call on all Christians to follow and be like Christ has been the DNA of Keswick Ministries from the very beginning. As a movement, we aim to live according to Biblical guidelines in all areas of our lives, including our relationships, attitudes, and behaviour, as an example of lives lived to the full for Jesus.

Regular prayer, Bible reading, and active involvement in local churches and communities are part of demonstrating our commitment to living lives transformed by the Word and through the Holy Spirit. With God's help, we aim to live with a selfless attitude to possessions, time, work, and leisure. We believe the only appropriate sexual relationships are between a man and a woman within marriage, and we affirm that human life begins at conception.

As imperfect people, we know we will often fail to live up to this standard, but God's grace and forgiveness are always available when we turn to Him. At the same time, we expect everyone who works with us to embrace these principles and commit to this kind of lifestyle with God's help.

Our Board of Trustees

Our trustees are committed men and women who love Jesus and who seek to guide and oversee the ministry with wisdom and faithfulness.

They each come from different professional and ministry backgrounds and bring these related gifts and skills to their role. As a board, the trustees work together to ensure that the charity remains true to its mission, stewards its resources wisely, and operates in line with both legal requirements and Christian values.

Our trustees also provide strategic direction, support, and accountability to strengthen the ministry so that it can continue to serve, inspire, and impact lives for Christ.

Safeguarding

As a Christian ministry, the safety and well-being of everyone in our care are our priority.

We have a clear safeguarding policy and dedicated safeguarding coordinators in place to ensure Keswick Ministries' events are always safe environments for children, young people, and adults with care and support needs.

Our safeguarding team is committed to creating spaces where everyone is valued and protected. They also develop and implement our safeguarding policies across the board, staff and volunteer training, and responding to concerns. We regularly evaluate our safeguarding procedures to improve safety and maintain a culture of care and accountability.