

Job Title:	Finance Officer
Reporting to:	Head of Finance
Salary:	£35,000 FTE
Hours:	0.8 - Full Time (35 hours)
Contract:	Permanent

Are you detail-oriented, proactive, and passionate about supporting the financial operations behind a mission-driven organisation? The Finance Officer is a key operational role within the Finance Team, responsible for the day-to-day finance functions, ensuring accurate financial records and robust financial controls.

Working closely with the Head of Finance, the Finance Officer will support with month-end processes and operational finance for events. The role will also support the Head of Finance on budgets and forecasting.

Roles and Responsibilities

Routine Financial Oversight

- Oversee the accurate recording, processing and coding of all financial transactions, including income, expenditure and journals
- Perform bank and petty cash reconciliations, balance sheet reconciliations and key control accounts
- Maintain accruals / prepayments / deferred income /accrued income schedules
- Maintain oversight of the fixed asset register and depreciation.
- Responsible for month end up to extended trial balance
- Monitor day-to-day financial operations including bank accounts and payment processes.
- Oversee revenue recognition directing for complex contracts / grants
- Ensure strong financial controls are maintained and adhered to

Budgeting, Forecasting & Cash Management

- Support budget holders with understanding financial performance, variances and reforecasting.
- Assist with rolling forecasts and cashflow projections.

Payroll & HR Finance Administration

- Run the payroll including: payroll preparation (Xero), HMRC (EPS/FPS) and pension data submission

- Prepare payroll journals and staff cost reconciliations.
- Act as first point of contact for payroll queries, escalating complex issues where appropriate.

Compliance & Year-End Support

- Ensure timely and accurate preparation of:
 - VAT returns (quarterly in Xero)
 - Gift Aid claims (monthly in Churchsuite)
- Support external audit processes as required.

Event & Conference Finance Management

- Manage operational finance processes for New Wine conferences and events, including:
 - Pre-event financial setup and controls
 - On-site cash, card income and banking processes
 - Oversight of finance volunteers on site
- Ensure timely post-event reconciliation of income and reporting.
- Liaise with event leaders regarding budgets and financial performance.
- Support day-to-day finance requirements while on site.

Systems, Process Improvement & Controls

- Maintain and improve finance processes and documentation.
- Ensure effective use of finance systems
- Work closely with the Head of Finance on continuous improvement initiatives.

Other Duties

- Respond to finance queries from budget holders
- Work well with all members of the wider staff team.
- Attend and sometimes participate in staff prayers and meetings.
- Undertake other duties as reasonably required within the scope of the role.

The above list of job deliverables is open and partial, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

Essential Skills

- Strong planning and organisational skills
- Excellent time-management with the ability to manage multiple priorities under tight deadlines
- Proactive and self-motivated, with a drive to deliver high-quality results
- Commitment to high standards, accuracy, and robust financial controls
- Discretion and professionalism in handling sensitive financial information

Essential Experience

- CCAB part-qualified accountant
- Experience in financial management, accounting, and budgetary control
- Strong verbal and written communication skills
- Proficiency in Microsoft Office, including Excel (advanced), Outlook, Word, and Teams
- Experience in payroll administration, including workplace pensions

Desirable Skills & Experience

- Experience managing restricted or trust funds
- Up-to-date and practical VAT knowledge
- Experience within a faith-based or charity organisation
- Familiarity with the financial aspects of event operations

Personal Attributes

- Demonstrates a personal Christian faith
- Fully committed to New Wine's mission and values

Role Particulars

Working Pattern

Full time working hours, including weekly in-person team meetings in London. The rhythm is as follows: All-staff meetings on Tuesdays on the 1st and 3rd week of the month, and individual finance team days on Thursdays the 2nd and 4th week of the month. The nature of this role means that some travel and working away from home will be required, as agreed in advance. Specifically, the Finance Manager must be available for the annual leadership conference and the New Wine summer festival.

Places of Work

This role is eligible for hybrid and flexible working, with a minimum of 1 day in the London office a week

Supervision

The post holder will receive regular supervision from the Head of Finance.

This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 of the Equality Act 2010.

This job description is intended to summarise the primary responsibilities and qualifications for this position. The job description is not intended to include all duties an individual in this position might be asked to perform or all capabilities that may be required now or in the future. New Wine reserves the right to revise the duties outlined in this job description at its discretion.

Why join our team?

One team: We care about you and invest in our team with training opportunities, quarterly reviews, and flexible working. We are keen for you to flourish here at New Wine, so if you see something you'd like to learn or a skill you'd like to develop, let your manager know!

Workspace: We are currently working from the coworking space 'FORA', with our main base being the Great Eastern Street building. Within the building, there are fantastic spaces for meeting, networking and coworking, as well as free coffee and events, and well-being activities for us as members.

While onsite at the festival: Being onsite is an exciting time for our team. You will be onsite ahead of all other delegates and team, setting up and having a great time! You will receive team catering, accommodation and wellbeing support while onsite (team pastors, lounge and socials).

Application process:

Key dates: The application deadline is 9am on Monday 1st June 2026. We may close applications early if strong applicants are received before this time. Shortlisted applicants will be invited by Wednesday 3rd June to online interviews taking place between Monday 8th – Tuesday 9th June 2026. Following the online interviews, shortlisted candidates will be invited to a second-stage in-person interview at our London office on Thursday 18th June 2026.

If you are unavailable on any of these dates, please let us know when submitting your application.

Application: To apply, please submit a cover letter and CV to recruitment@new-wine.org.