



The Movement for
**Progressive
Judaism**

RECRUITMENT APPLICATION PACK

September 2026

Finance Officer

Part-Time, 0.6 FTE





The Movement for
**Progressive
Judaism**

WELCOME LETTER

THANK YOU FOR YOUR INTEREST IN THE ROLE AT THIS EXCITING MOMENT FOR PROGRESSIVE JUDAISM.

The Movement for Reform Judaism and Liberal Judaism have united into a new, single organisation: Progressive Judaism. Together, we are shaping a vibrant, inclusive future for Jewish life in the UK – one that nurtures our young people, strengthens communities, and ensures that Jewish values of equality, justice, and learning continue to flourish.

An effective Finance team provides the foundations that enable our communities, programmes and services to flourish. As Finance Officer, you will play an important role in ensuring our financial processes run smoothly and effectively, supporting colleagues across a number of organisations and helping to deliver excellent service to those we work with every day.

Whether you are bringing experience from the charity sector or another environment, if you are passionate about finance and motivated by the opportunity to contribute to a values-led organisation making a meaningful difference, we would be delighted to hear from you.

Warm regards,



Rabbi Josh Levy
Co-lead, The Movement
for Progressive Judaism



Rabbi Charley Baginsky
Co-lead, The Movement
for Progressive Judaism



The Movement for
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THE FOUR MISSION'S OF PROGRESSIVE JUDAISM



**TO STRENGTHEN,
SUPPORT AND
CONNECT
COMMUNITIES**



**TO PROMOTE,
AMPLIFY AND
EMBOLDEN OUR
VALUES AND RICH
FORMS OF JEWISH
LIFE**



**TO INSPIRE,
CONNECT AND
NURTURE THE NEXT
GENERATIONS OF
PROGRESSIVE JEWS**



**TO FOSTER
INCLUSION, PROVIDE
RESOURCES, AND
PAVE THE WAY FOR
THOSE SEEKING TO
JOIN US**





The Movement for
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OUR VALUES

KINDNESS

WE TREAT EVERYONE WITH
WARMTH, EMPATHY AND
COMPASSION, NURTURING
WELLBEING AND
CONNECTION.

COURAGE

WE ARE OPEN TO LEARNING,
REFLECTION AND CHANGE
AND ARE WILLING TO
QUESTION AND IMPROVE
HOW WE WORK.

INTEGRITY

WE ACT HONESTLY,
TRANSPARENTLY AND
ETHICALLY IN ALL WE
DO, BUILDING TRUST
WITH COLLEAGUES AND
COMMUNITIES.

RESPECT

WE VALUE EVERY PERSON,
RECOGNISING THEIR
IDENTITY, EXPERIENCE AND
PERSPECTIVE.

EMPOWERMENT

WE TRUST PEOPLE,
ENCOURAGE LEARNING
AND SUPPORT PERSONAL
AND PROFESSIONAL
DEVELOPMENT. WE BELIEVE
EMPOWERED STAFF CREATE
THRIVING COMMUNITIES.



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WHAT IS THE MOVEMENT FOR PROGRESSIVE JUDAISM?

THE MOVEMENT FOR PROGRESSIVE JUDAISM IS THE UK AND IRELAND'S LARGEST SYNAGOGAL BODY – WITH THE VISION THAT JEWISH LIFE CAN BE VIBRANT, INCLUSIVE AND FORWARD LOOKING, ROOTED IN TRADITION YET ALIVE TO THE NEEDS OF TODAY AND THE HOPES OF TOMORROW.

On Sunday 18 May 2025, at around 11.40am, the member communities of Britain's Movement for Reform Judaism and Liberal Judaism voted to unite into one Movement for Progressive Judaism for the UK and Ireland.

This history-defining moment was the first ever known unification of two Jewish denominations and the culmination of 250 years of Progressive Jewish history.

The decision was made at two parallel Extraordinary General Meetings with the number of votes in favour at each exceeding 95%. The result was announced by the leaders of the unification project – Rabbi Charley Baginsky, Rabbi Josh Levy, Paul Langsford, Karen Newman and Dr Ed Kessler – on the steps of the Sternberg Centre.

This day marked the birth of both a new Movement and a new chapter – one rooted in shared values, diverse voices and a deep commitment to inclusion and equality.

The Movement for Progressive Judaism that then formed is the UK and Ireland's largest synagogal body, measured by number of communities. It represents around 30% of synagogue affiliated Jews with the goal of reaching out to roughly the same percentage of non-affiliated Jews who are known to align with Progressive Jewish values.

The goal of the Movement for Progressive Judaism is to support more people in more places to lead rich and fulfilling Jewish lives. It seeks to provide a voice and a space that brings together timeless Jewish tradition with the diversity and values of 21st-century Jewish life.

The vision of the Movement for Progressive Judaism is that Jewish life in the UK and Ireland can be vibrant, inclusive and forward looking, rooted in tradition yet alive to the needs of today and the hopes of tomorrow.





ROLE SUMMARY

Role:	Finance Officer
Application Closing Date:	Midday Wednesday 14 October 2026
Reports to:	Management Accountant
Salary range:	£40,000-£45,000 FTE
Contract:	Permanent, 0.6 FTE
Hours per week:	21 (equivalent to three days, flexible on days and hours)
Location:	The Sternberg Centre, Finchley, London

The Finance Officer is responsible for supporting the efficient and effective operation of the finance function across four organisations within the Movement for Progressive Judaism family.

The role plays an important part in ensuring compliance with financial procedures, supporting the production of management information and contributing to the continuous improvement of finance processes and systems.

Teamwork is central to the ethos of our work, and all staff are expected to work collaboratively, communicate effectively and contribute positively across teams. The Finance Officer will work closely with colleagues across Shofar Day Care Nursery, Manor House Trust, Leo Baeck College and the Movement for Progressive Judaism.



The Movement for
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WHY JOIN THE MOVEMENT FOR PROGRESSIVE JUDAISM?

WHY JOIN MPJ?

We're a small, passionate team doing big things — and we know that our success starts with our people. That's why we're committed to creating a supportive, inclusive environment where you can truly thrive, both professionally and personally.

At MPJ, we believe that when we take care of our team, they can take care of our community. If you're looking for a role where your contribution is recognised, your wellbeing matters, and you feel part of something meaningful — we'd love to hear from you.

WHAT YOU CAN LOOK FORWARD TO

Health and Wellbeing

Your wellbeing is a priority from day one.

You'll have access to a comprehensive Simplyhealth plan, offering cashback on everyday health expenses such as dental, optical and physiotherapy care. The plan also includes a 24/7 helpline, counselling support, discounted gym membership, health screenings and more — with the option to upgrade your cover for you and your family.

PAY AND FINANCIAL SECURITY

- We're committed to recognising and rewarding the value you bring.
- Competitive pay – regularly reviewed to ensure fairness and reflect the cost of living
- Pension scheme – we contribute 3% increasing to 5% after 2 years
- Life insurance – from day one, you'll be covered at 2x your salary rising to 4x after two years, giving peace of mind for you and your loved ones

WORK-LIFE BALANCE

- We believe great work shouldn't come at the expense of your personal life.
- A 35-hour working week with soft start and finish times
- A flexible approach to working, with requests always thoughtfully considered
- A culture that genuinely supports balance, rest and recharge

TIME TO RECHARGE

Taking time out matters.

Generous annual leave – increasing from 28 days (inclusive of bank and public holidays) plus your birthday, rising annually to a maximum of an additional 5 days after 3 years' continuous service

Additional leave for religious holidays observed by MPJ which fall on a day you would normally be required to work. This can be as much as 8 days per year.

We actively encourage you to use your time off and fully switch off.

EVERYDAY PERKS

It's the little things that make a difference.

Lunch vouchers – enjoy a complimentary lunch at our onsite café

A beautiful, nature-filled workspace with access to private green space — perfect for a mindful break or a walk outdoors.

Fresh fruit and refreshments for all staff to enjoy.

OUR CULTURE

At MPJ, you'll find more than just a workplace

We're proud of our friendly, inclusive culture where collaboration, respect and diversity are at the heart of everything we do. You'll be surrounded by people who are passionate about making a difference — and who will support you every step of the way.

JOIN US

IF YOU'RE LOOKING FOR A FULFILLING ROLE WHERE YOU CAN GROW, FEEL SUPPORTED, AND BE PART OF A TEAM THAT TRULY CARES — WE'D LOVE TO WELCOME YOU TO MPJ.



1. Shofar Day Care Nursery

The Finance Officer serves as the principal finance contact for Shofar Day Care Nursery, ensuring that financial processes support the effective operation of the nursery and provide a high standard of service to parents, staff and suppliers. The postholder will:

- Ensure nursery income is accurately invoiced, collected and recorded.
- Maintain effective relationships with parents and nursery staff, providing timely support and resolution of finance-related queries.
- Support robust debtor management and minimise financial risk through proactive monitoring and follow-up of outstanding balances.
- Ensure supplier payments are processed accurately and in accordance with agreed procedures.
- Maintain accurate financial records and contribute to effective financial control within the nursery.

2. Manor House Trust

The Finance Officer is responsible for supporting the effective financial administration of Manor House Trust, ensuring that purchase-to-payment processes operate efficiently and in accordance with organisational controls. The postholder will:

- Ensure supplier transactions are processed accurately and in a timely manner.
- Maintain strong financial controls and accurate records to support accountability and audit requirements.
- Build productive relationships with colleagues to ensure financial information is received, processed and reported effectively.
- Contribute to the smooth and efficient operation of the Trust's day-to-day financial activities.

3. Leo Baeck College (LBC)

The Finance Officer supports the financial administration of Leo Baeck College, ensuring income and debtor processes are effectively managed, and financial information remains accurate and reliable. The postholder will:

- Maintain the accuracy and integrity of debtor records and associated financial information.
- Support effective income management through timely reconciliation, monitoring and follow-up activities.
- Work collaboratively with colleagues to ensure income is correctly identified, recorded and allocated.
- Contribute to maintaining a responsive and customer-focused finance service for staff and stakeholders.

4. The Movement for Progressive Judaism (MPJ)

The Finance Officer supports the finance function of the Movement for Progressive Judaism, contributing to effective income management, financial control and operational efficiency. The postholder will:

- Support the accurate recording and reconciliation of income and debtor activity.
- Assist in maintaining financial controls and accurate accounting records.
- Provide responsive support to colleagues across the organisation on routine finance matters.
- Contribute to the delivery of accurate and timely financial information supporting organisational decision-making.

5. Cross Organisational Responsibilities

Across all entities, the Finance Officer will:

- Promote high standards of financial administration, accuracy and compliance.
- Support the production of timely and reliable financial information.



KEY ACCOUNTABILITIES *CONTINUED*

- Ensure financial activities are undertaken in accordance with organisational policies, procedures and delegated authorities.
- Contribute to effective risk management through the identification and escalation of financial issues and control weaknesses.
- Build positive and collaborative working relationships with colleagues, suppliers, customers and other stakeholders.
- Identify opportunities to improve financial processes, systems and ways of working.
- Contribute flexibly to the wider work of the Finance Team, supporting organisational priorities and periods of increased activity.

This job description is not exhaustive and may be updated as accountabilities evolve.



Work Experience

- Proven experience in bookkeeping or a similar finance/accounts role.
- Experience processing financial transactions accurately, including purchase ledger, sales ledger, reconciliations and banking activities.
- Experience using accounting software and financial systems.
- Qualified by experience and/or holds an AAT/ACCA/CIMA qualification (or equivalent).
- Experience working within the charity or not-for-profit sector (desirable).
- Experience supporting financial reporting and management accounts preparation (desirable).

Communication and Relationships

- Ability to communicate clearly and professionally with colleagues, suppliers, customers and other stakeholders by email, telephone and in person.
- Excellent interpersonal skills with the ability to build positive working relationships across the organisation.
- Ability to handle sensitive or confidential information with discretion and tact.
- Demonstrates sensitivity and respect for religious, cultural and individual diversity.

Planning and Organisation

- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Able to plan and prioritise workloads effectively while maintaining a high level of accuracy.
- Self-motivated and able to work efficiently with minimal supervision.
- Flexible and adaptable in response to changing organisational needs and priorities.

Problem Solving and Initiative

- Strong attention to detail with the ability to identify discrepancies, investigate issues and resolve them appropriately.
- Proactive approach to problem solving and continuous improvement.
- Ability to learn new systems and processes quickly and apply them effectively in practice.
- Experience contributing to process improvements within a finance function (desirable).

Risk Management

- Understands the importance of financial controls, accountability and regulatory compliance.
- Exercises sound judgement when dealing with financial transactions and confidential information.
- Recognises potential financial risks and escalates concerns appropriately.
- Maintains high standards of integrity and professional conduct.



Digital Literacy and Data Management

- Confident user of Microsoft Excel, including spreadsheets, formulas and basic reporting.
- Ability to learn and use new accounting software packages quickly.
- Accurate data entry skills and a strong understanding of maintaining financial records.
- Able to produce accurate financial information and reports from a range of digital systems.
- Experience using cloud-based finance systems and financial reporting tools (desirable).

Emotional Intelligence & Professionalism

- Demonstrates integrity, reliability and a strong sense of personal accountability.
- Maintains confidentiality and professionalism at all times.
- Remains calm and effective when managing competing demands and deadlines.
- Shows a positive, solutions-focused attitude and willingness to support colleagues.

Teamwork & Independence

- Works collaboratively as a supportive and effective member of a team.
- Able to work independently, take ownership of tasks and deliver work to agreed deadlines.
- Willingness to share knowledge and contribute to the overall success of the finance function.

Values & Commitment

- Commitment to the Organisation's values, mission and objectives.
- Demonstrates respect, inclusivity and sensitivity towards people from diverse religious, cultural and social backgrounds.
- Commitment to maintaining the highest standards of honesty, confidentiality and professional ethics.
- Willingness to contribute positively to organisational development and continuous improvement.
- Understanding of the financial and operational challenges facing charities and community-based organisations (desirable).

MPJ is committed to being an inclusive organisation where everyone is welcomed, respected and valued. We welcome applications from people of all backgrounds and experiences and make recruitment decisions based on merit, skills, experience and potential.

We are committed to equality of opportunity, to creating a workplace free from discrimination and to making reasonable adjustments throughout the recruitment process and beyond.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. As part of our safer recruitment practices, appointments will be subject to various checks including identity, right to work, reference and DBS checks (where appropriate)



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HOW TO APPLY

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Location:	The Sternberg Centre, Finchley, London

In the first instance please send your CV and a covering letter to;

Email: keithg@progressivejudaism.org.uk

Post: The Sternberg Centre, 80 East End Rd, London N3 2SY

(Please be aware we may interview ahead of the deadline, so please submit your CV as soon as possible).

**For additional information or informal
chat please contact:**

Keith Gelband

Director of Finance

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0208 349 5648

Find out more about us on our website:

www.progressivejudaism.org.uk