



Financial Accountant

at Pilgrims' Friend Society



For more than 200 years Pilgrims' Friend Society has been helping older people to live fulfilled lives in their later years through residential care and independent living.



From the **CEO,**
Stephen Hammersley

As people are generally living much longer than ever before, there are many new challenges and opportunities facing society. God willing, the plan for our 11 care homes and nine independent living housing schemes is that they will provide wonderful places for people to live when they need care and support. As Pilgrims' Friend Society we also want to support, enable, and equip churches' pastoral and outreach work with older people.

Pilgrims' Friend Society has been providing Christian care to older people for over 200 years, and our expertise in the issues that matter to older people is of enormous relevance and much in demand. As a result, we are planning to invest

in developing our care homes and housing schemes and are exploring ways in which we can help equip churches around our schemes in their ministries to and with older people.

We are also open to enlarging our work by acquiring or otherwise collaborating with charities who have a similar Christian calling.

We hope the information in this pack will whet your appetite, and that you will prayerfully explore whether you might have a calling to join our us and help lead and deliver the work of the Society in this new phase of its development.

Stephen Hammersley



From the
Director of Finance,
Julian Hillman

The Financial Accountant role at PFS is a key position within the organisation, focusing on the financial management of PFS main operations. With the recent addition of two new legal entities to the PFS group, this role holds a pivotal responsibility for overseeing the Finance sub ledgers.

The Financial Accountant will also play a crucial role in understanding and managing the unique financial aspects of PFS Housing schemes, fostering positive relationships with Housing Scheme Managers, and collaborating on various finance tasks associated with the Housing provided by PFS.

This role gives you the opportunity to work within a varied role, supporting our work through the timely production of high quality financial and management reports and information to enable effective decision-making across all our homes and housing schemes.

This is an exciting opportunity for someone seeking ownership and involvement in the financial dynamics of Housing Schemes within the PFS group.

Come join us!

A handwritten signature in black ink, appearing to be 'Julian Hillman', with a long horizontal line extending to the right.

About Pilgrims' Friend Society

Pilgrims' Friend Society (PFS) provides residential care homes and independent living housing schemes where older people can live fulfilled lives in their later years.

Rooted in the Christian faith, we are committed to ensuring that the physical, emotional, spiritual and mental needs of each of our family members are met. Our family members are Christians or are sympathetic to the Christian faith.

We started our work in 1807, when we were known as "The Aged Pilgrims' Friend Society."

William Wilberforce was our Vice-President for nine years before his death and so we have a tremendous history.

In those days, we didn't have 'homes' or provide care. We provided pensions and grants to older Christian people to help them overcome the grinding poverty of those days.

We built our first 'home' in Camberwell, South London in 1834 and now have 20 sites throughout the United Kingdom in England and Scotland.

The majority of our work is still in residential care homes.

A number of these homes also have independent living accommodation on site, either in bungalows or flats.

We also work to help equip and inspire churches that minister to older people in their communities.

Our Support Office provides administrative support to all our homes and schemes.

Some of our support team work from their own homes in different parts of the country, especially if their job involves travelling to different sites.



Our values

At the heart of what we do are our values – what we think is important about the way we face the world, the actions we take and the work that we do.

A shared set of values that we have developed together will shape the culture of the organisation as we work hard across so many different locations. Whether in a care home, a housing scheme, or elsewhere these values will help guide the way we connect with people, the way we respond to those in our care, and the way we plan for the future.

These four values – compassion, community, transparency, and excellence – will help us continue to deliver wonderful care and support for older people in the later years of their lives.



Transparency

We believe that being honest and open is crucial to good work as this allows trust to be built in our communities. The Bible is clear that truthfulness is important, and that transparency helps us to flourish and do well (Ephesians 4:25 and Proverbs 28:13).



Compassion

Compassion is at the heart of how we interact with people. Having compassion helps us treat each individual person as unique and precious, as we would want to be treated, and as the Bible says we should treat people (Ephesians 4:32 and 2 Corinthians 1:3-4).



Community

We believe that all people are made to exist in relationship and that community is central to human flourishing. Working together in community creates a space of care, trust, and celebration, as well as generosity and sharing with others. The Bible speaks of the importance of being part of a community and we are encouraged to look outside of ourselves to the needs of others and to work together taking the interests of others to heart (1 Corinthians 12:26 and Philippians 2:3-4).



Excellence

As we care for others, it's important that we strive for excellence in our work. This means that we do the very best we can, being committed to each task and the best outcomes for people. The Bible encourages us to work hard and do good with integrity (Colossians 3:23 and Titus 2:7).

About the role

PFS runs both Care Homes and Independent living Housing schemes (for those aged over 60). The main focus of this role will be on the Financial Accounting for PFS main operations. This is an exciting role as it provides ownership and responsibility for Housing Scheme finances with the PFS group and comes as 2 new legal entities join the group.

The main purpose of the role:

- Monthly balance sheet reconciliations
- P&L reviews and corrections
- Reporting to the business and month-end/year-end closing

Where you will fit into th team:

- Responsible to the Financial Controller.
- Active member of the PFS Finance team

Duties of the Financial Accountant

- Month-end closing, journal preparations including accruals. Closing out Sage at month-end and year-end.
- Prepare reconciliations for all balance sheet accounts including agreeing any Inter Charity balances with other charities within the Group and accruals.
- P&L review and analysis, ensuring PFS has a full understanding of its monthly numbers
- Producing monthly reports to Managers across PFS. Assist in improving and developing new reports as required.
- Involvement in annual Budget process
- Ad hoc reporting (e.g. ONS, charity commission returns, etc)
- Assist the Financial Controller with other Finance tasks and carry out any other duties reasonably required to ensure the smooth operation of the Society's business.
- Maintain a good working relationship with Managers outside of Finance. We encourage and recommend that Finance staff visit a number of our Care Homes during the year.
- All staff are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by the Society.
- Assist in ad hoc queries and reports.
- Model Christian values in the workplace.
- Expected to attend the Support Office noon prayers on Zoom.

About you

Experience

- Minimum of 5 years' experience working within a Finance Team.
- Finance qualification to at least AAT level 4
- SAGE 200 experience (preferable but not essential)



Skills and personal qualities

- Excellent data-handling and excel skills;
- Able to analyse and present data and information in a clear and concise format;
- Excellent organisational skills and ability to multi-task;
- Able to perform the functions of the role in the light of the Charity's Christian mission and ethos;
- Ability to take ownership of workload;
- Thorough understanding of financial procedures and processes;
- Attention to detail and the ability to ensure all outputs are of the highest quality;
- Well organised and able to prioritise tasks;
- Able to work under pressure and to tight deadlines.

Terms and conditions

Salary: £37,725 per annum

Hours: 35 hours per week (Monday to Friday)

Holiday entitlement: 25 days plus bank holidays

Pension: Contributory pension scheme, with a minimum employee contribution of 5%. PFS contributes 3%, (6% for people aged 55 plus). Subject to three months postponement at start of employment.

Other benefits: Life Assurance of two times salary for those in the pension scheme, Hybrid working, Flexible working hours, Longstanding service rewards, Birthday rewards, Perkbox rewards, Medicash

Location: 175 Tower Bridge Road, SE1 2AL

Travel: There will be occasions for you to travel to our homes when required.

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 Mission Statement.
- 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 and clients, where appropriate

Recruitment process



If you would like to apply for this exciting role, please send the following to Camilla at camilla.fitsum@pilgrimsfriend.org.uk:

- a full CV outlining your career history to date. Please include details of your latest remuneration and benefits.
- a covering letter, of no more than two pages in total, outlining how you meet the criteria set out in the person specification and your reasons for applying.

The closing date for applications is 5pm on Monday 10th February

All applications will be considered immediately after the closing date and candidates informed if they have been shortlisted

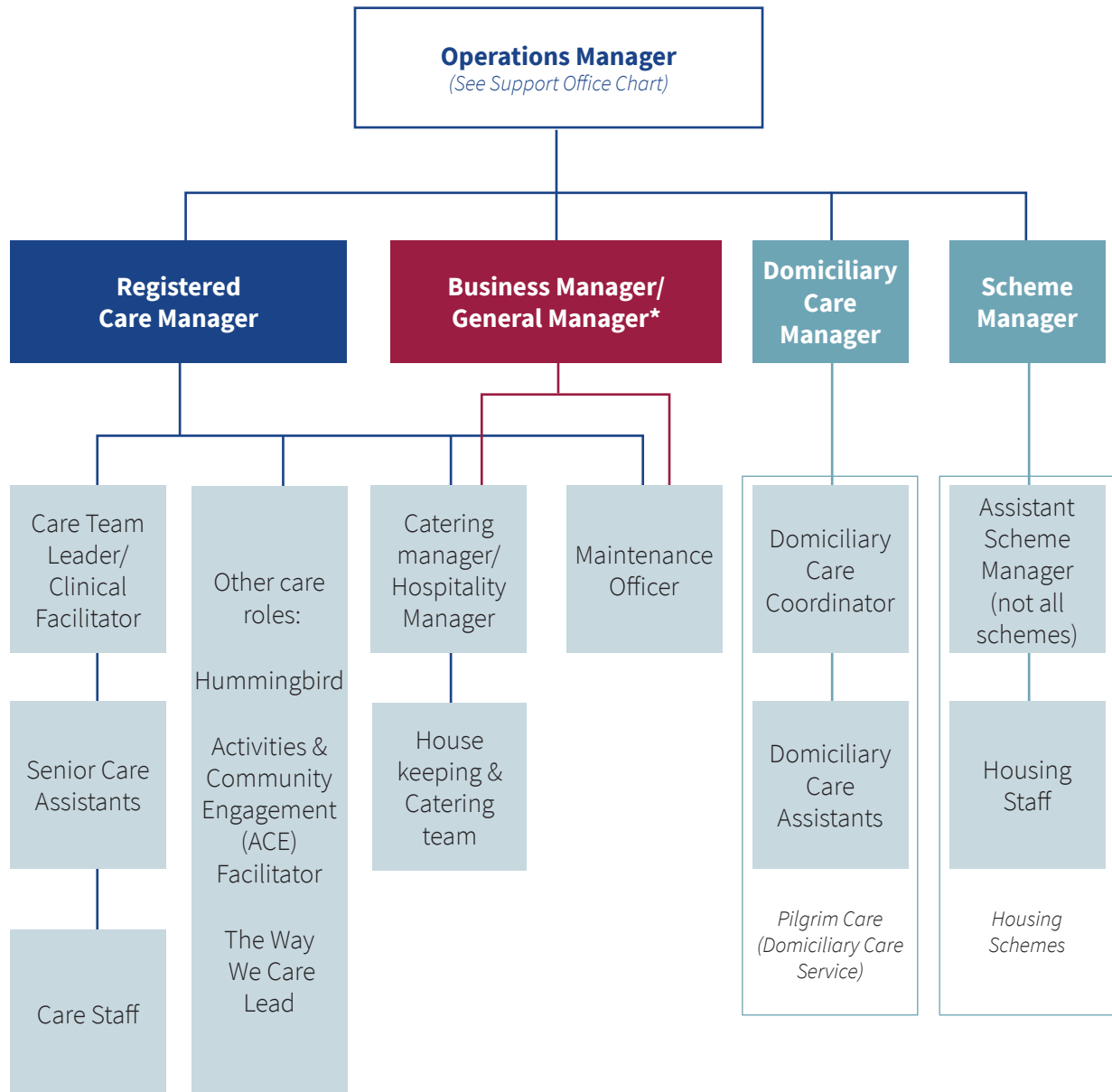
First stage interviews will be conducted by Zoom

Final stage interviews will be held at Pilgrims' Friends Society Support Office in London.

All candidates will be expected to agree to our Basis of Faith and we will take references from your church minister as well as the usual employment references.

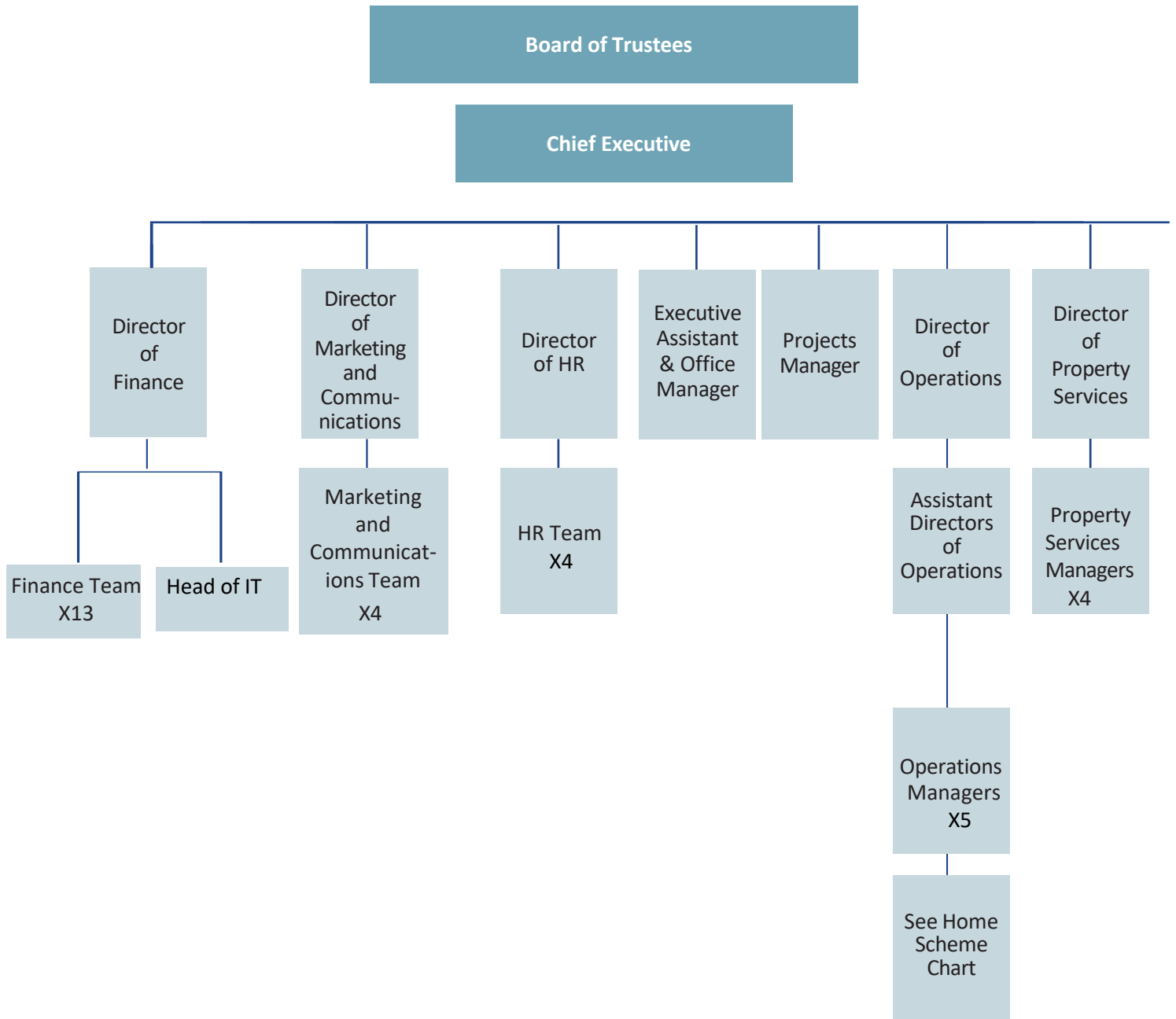


Homes, Schemes, and other services



*Not all homes have Business Managers

Support Office





Strathclyde House
Skelmorlie

- Residential care homes
- Independent living housing schemes

Emmaus House
Harrogate

Royd Court
Mirfield

Evington Home
Evington

Pilgrim Gardens
Leicester

Carey Gardens
Leicester

Finborough Court Housing
Great Finborough

Finborough Court
Great Finborough

Middlefields House
Chippenham

Framland
Wantage

Dorothea Court
Bedford

Luff House Care Home
Walton-on-the-Naze

Bethany Christian Home
Plymouth

Shottermill House
Haslemere

Milward House
Tunbridge Wells

Luff House & Selhurst Court
Walton-on-the-Naze

Koinonia
Worthing

Milward House Housing
Tunbridge Wells

Contact details



 **Bethany Home, PLYMOUTH**
0300 303 8440
bethanyhome@pilgrimsfriend.org.uk

 **Finborough Court, GREAT FINBOROUGH**
0300 303 1450
finborough@pilgrimsfriend.org.uk

 **Carey Gardens, LEICESTER**
0300 303 8455
carey.gardens@pilgrimsfriend.org.uk

 **Framland, WANTAGE**
0300 303 1470
wantage@pilgrimsfriend.org.uk

 **Middlefields House, CHIPPENHAM**
0300 303 8470
middlefields@pilgrimsfriend.org.uk

 **Royd Court, MIRFIELD**
0300 303 1480
roydcourt@pilgrimsfriend.org.uk

 **Dorothea Court, BEDFORD**
0300 303 1490
dorothea@pilgrimsfriend.org.uk

 **Koinonia, WORTHING**
0300 303 8480
koinonia@pilgrimsfriend.org.uk

 **Milward House, TUNBRIDGE WELLS**
0300 303 1460
milward@pilgrimsfriend.org.uk

 **Shottermill House, HASLEMERE**
0300 303 1475
shottermill@pilgrimsfriend.org.uk

 **Emmaus House, HARROGATE**
0300 303 8450
emmaushouse@pilgrimsfriend.org.uk

 **Luff House, WALTON-ON-THE-NAZE**
0300 303 1495
luffhouse@pilgrimsfriend.org.uk

 **Pilgrim Gardens, LEICESTER**
0300 303 8455
pilgrim.gardens@pilgrimsfriend.org.uk

 **Strathclyde House, SCOTLAND**
01475 522 525
enquiries@strathclydehouse.org.uk

 **Evington Home, LEICESTER**
0300 303 1455
evington@pilgrimsfriend.org.uk

 **Luff House & Selhurst Court, WALTON-ON-THE-NAZE**
0300 303 1495
luffhouse@pilgrimsfriend.org.uk

 **Pilgrim Care (Home care services at Royd Court)**
0300 303 1485
pilgrim.care@pilgrimsfriend.org.uk

 **Support Office, LONDON**
0300 303 1403
info@pilgrimsfriend.org.uk

What we believe

Pilgrims' Friend Society is a Christian charity, rooted in the Bible.

We believe that the teachings of the Bible are our sole and final authority.

We believe that there is one God in three persons, Father Son and Holy Spirit.

The good news of the gospel is that, although men and women are sinners, God has taken the initiative to save people from every tribe, tongue and nation. We believe that God will bring about the redemption of all things.

God sent Jesus Christ, His Son, to be our Saviour. Jesus became fully human and, at the same time, remained fully God.

Jesus came to buy us back from sin and death by living a perfect life, having no sin, and dying in our place on the cross.

But God's grace did not stop there. When Jesus ascended to heaven, the Holy Spirit was given by God to continue His work on earth.

It is this Holy Spirit who gives us new birth and brings us to repentance and faith in the Son. When the Spirit has begun such a good work in someone, He will bring it to completion.

At the time appointed by God, Jesus will return to earth in glory. He will raise the dead and judge all people. He will banish those not known to Him and He will take His people to be with Him in eternal glory in the new heavens and earth.



“ They will still bear
fruit in old age, they will
stay fresh and green ”

Psalm 92:14



**PILGRIMS'
FRIEND
SOCIETY**

Pilgrims' Friend Society

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Pilgrims' Friend Society is a registered charity and a company registered in England and Wales. Charity No: 1045920 Company No. 3027071