



Head of Finance Recruitment Pack

Hours: 36 hours per week – Monday to Friday

Duration: Permanent

Salary: £62,300 plus pension and benefits

Location: Hybrid – Homebased and National Office, Northampton

Closing Date: Thursday 21 May 2026

Interview Date: Tuesday 2 June 2026





Introduction

Thank you for taking the time to download our recruitment pack. We hope this will give you all the information to be able to apply for the role.

Please ensure you read the requirements carefully so you can tailor your application accordingly to the person specification and job description.

Included in this pack:

- About CCT and CCT Benefits
- About the Role
- Person Specification
- Additional Information
- How to apply and Disability Confident Scheme
- Candidate Process
- Contact us/Other vacancies/Al Statement

About CCT

Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 357 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

CCT Benefits

- Civil Service Pension @ 28.97% Employer contribution
- Season Ticket Loans
- Broadband Allowance for Home Workers
- Subscriptions to Professional Bodies
- Life Assurance
- 27.5 days holiday a year (excluding bank holidays)
- Christmas Shutdown
- Birthday off
- Training & Development Interest Free Loans
- Continuing Professional Development Allowance of £200
- Employee Assistance Programme
- Eye Test Reimbursement of up to £20
- Enhanced sick pay after completion of probation
- Champing discount of 20%
- Childcare vouchers



About the Role

Overall job purpose

To lead and develop the Finance team and provide financial management and business support. To lead CCT's audit process, month-end process and the Trust's investments and banking services. To support the Director of Finance and Commercial on projects as required.

The Head of Finance will have responsibility for managing the Trust's accounting system. The postholder will also lead the annual audit, month end reporting and investment and banking services. Working closely with the Director of Finance and Commercial and Finance Analyst, they will provide internal and external stakeholders with the necessary financial reports to manage Trust business.

This role is also responsible for deputising for the Director of Finance & Commercial in their absence.

Key relationships

- Proactively develop key relationships with internal and external stakeholders.
- Director of Finance & Commercial
- Heads of departments
- Finance Manager
- Finance Analyst



About the Role Cont.

Key duties and responsibilities

- Review the month end management accounts and prepare the narrative for the month end pack
- Ensure appropriate financial policies, processes and controls are in place to meet all relevant legislative regulatory and accounting requirements.
- Lead on the Trust's investments and banking services, acting as the main liaison with the Trust's banks.
- Lead and develop a motivated and effective Finance team.
- Lead the annual budget setting process.
- Strategic planning to support the development of the agreed objectives of the Finance department.
- Forward plan proactively following up on actions from FAC/ CCTel and audit.
- Management and leadership of the Finance team, acting as a coach in the development of finance colleagues.
- Lead the monthly Finance team meeting.
- Work with operational teams to enhance financial performance and cost efficiency.
- Review monthly payroll for financial accuracy.
- Support the Director of Finance & Commercial in servicing boards and committees.
- Undertake other activities and ad hoc projects agreed with the Director of Finance & Commercial.
- Manage the production of the annual report, audit and statutory accounts.
- Support the ongoing strategy of the charity working closely with the Director of Finance and Commercial

N.B. This job description is not all-encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Person Specification



Assessment Methods:

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency-based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Essential Criteria	Assessment
Recognised accounting qualification (CIMA or ACCA preferred)	A, I
Possess strong leadership qualities with experience of managing a team	A, I
Effective oral and written communication skills	A, I, T
Show confidence and the ability to organise and prioritise a varied and extensive workload	A, I
Experience of auditing	A, I
Excellent attention to detail and a proactive work ethic	A, I
Excellent interpersonal skills with experience working with senior stakeholders from a financial and non-financial background	A, I, T
Extensive knowledge of using an accounting system	A, I
A practical approach to problem solving	A, I
Ability to explain financial information clearly and accurately to non-finance staff	A, I
Working knowledge of public finance and/or charity accounting	A, I

Desirable Criteria	Assessment
Experience and knowledge of using a similar database system	A, I

Additional Information



Pre-employment credit check

For compliance purposes, any offer of employment for this position is subject to a pre-employment credit check. This is because this role involves working with our finance systems and confidential information.

Basic DBS clearance

We are committed to safer recruitment practices. Any offer of employment for our positions are subject to Basic DBS clearance.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Additional Information

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We expect our staff to share this commitment.**

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including, but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)



How to Apply

How to apply

If you would like to apply for this role, please click [here](#) where you will be directed to our online recruitment system. **You'll be asked to submit a CV and a short supporting statement (max 2 sides A4)** outlining how you fulfil the person specification for this post.

The closing date for receipt of applications is 8am on **Thursday 21 May 2026**.

Interviews will be held on **Tuesday 2 June 2026** at **Northampton**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

Disability Confident Scheme

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@thecct.org.uk



Candidate Process

Apply for chosen role using the recruitment portal. Ensure to include a CV and a supporting statement.



You will receive an email either confirming we have received your application or that you are missing documents that need to be submitted in order for your application to be considered.



You will be sent an email from Thomas International inviting you to complete Psychometric Testing. In order for your application to be considered you will need to complete this before the role closes.



Once the role has closed, you will receive an email over the next coming days either inviting you to interview or confirming you have been unsuccessful.



If you are invited to interview, you will receive an email with the details as to the location, time and date, which you will need to confirm via the Recruitment Portal



Once the interview is complete and the panel have made their decision, you will receive feedback and a decision.



Contact Us

If you have any queries about this role and would like to have an informal chat please email Chris Denmead, Director of Finance and Commercial, at cdenmead@theccct.org.uk.

If you would like to speak to someone in recruitment about the Disability Confident Scheme or any other information about CCT or the process or provide feedback, please contact recruitment@theccct.org.uk

Other vacancies

Thank you for your interest in this role, if you feel you could be interested in any of our other roles, please visit our website to find all of our open vacancies: [Vacancies - Churches Conservation Trust](#)

AI Statement

Please note: The use of Artificial Intelligence (AI) tools or automated systems to prepare application materials or responses is not recommended. We value authentic, personally crafted applications that reflect your individual experience and skills.