

christians  
against  
poverty

CAP



# Christians Against Poverty Head of Finance Operations

Candidate Pack  
October 2025

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# CONTENTS

## **Section one - About us**

- We are Christians Against Poverty
- Our Vision, Mission, Values & Ethos
- Why work at CAP
- Org chart - Finance & Compliance

## **Section two - Job description**

- Role details
- Context
- Purpose
- Personality
- Passion
- Accountabilities
- Culture

## **Section three - Person specification**

- Education
- Experience
- Skills/abilities
- Christian commitment

## **Section four - How to apply**

- How to apply

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# 1. About us



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# Transformed lives. Thriving churches. An end to UK poverty.

## We are Christians Against Poverty – it's great to meet you!

Poverty is so much more than going without. It's so much more than lacking materially. Poverty destroys lives. It robs people of joy, hope and opportunities. It tears families apart, isolates those most in need of support, and leads many to believe there is no way out. Before seeking help, 49% of our clients had considered or attempted suicide.

Here at CAP, we won't settle for that.

Our vision is to see transformed lives, thriving churches and an end to UK poverty.

### What we do

At CAP, we know it's simply not right that poverty is draining people's hope and destroying lives. We're a UK-wide charity that equips churches to put their faith into action with the tools and expertise to support people facing debt and other financial challenges in their communities.

We do this through a free, face-to-face debt help service, job clubs, life skills groups and money coaching. The services provided offer both practical and emotional support and are completely free and open to all, regardless of background, faith, race, ethnicity, gender, sexual orientation, disability or age. We will always speak up for a fairer, more compassionate society, and to this end we campaign to see meaningful change for all, especially those on the lowest incomes. We won't stop fighting until UK poverty has been completely stamped out.

Through a team of hundreds of dedicated staff members based in all four UK nations, and over 1,000 incredible churches delivering our services, people in desperate need are discovering life-changing freedom and hope every day.

Since 1996, we've seen tens of thousands of families and individuals break free from debt and poverty. And as the impact of the cost of living crisis is felt in households across the UK, we know there is much more to be done.



# 1. About Us

## Our vision, values and ethos

**Transformed lives. Thriving churches. An end to UK poverty.  
This is the world we want to see.**

Across the UK, millions of people are experiencing a poverty crisis, leaving them feeling trapped, desolate and abandoned. We are Christians Against Poverty. We cannot accept a society where poverty exists.

So we take action. And we also experience the daily privilege of seeing people discover hope as they begin to work with CAP and their local church. Tens of thousands of lives have been positively impacted through the powerful combination of practical help, restorative church communities and Jesus' love.

**Transformed lives. Thriving churches. An end to UK poverty.**

This is the world we want to see. This is the world we passionately seek.

## Our vision

**Transformed lives  
Thriving churches  
An end to UK poverty**

## Our mission

We're on a mission to release people across the UK from poverty, to enable churches to help end poverty through their communities, and to encourage people to live with faith, actively served by their church.



# 1. About Us

**'The best thing is how much God's used us as a charity. Since 1996, thousands of people have become debt free and so many people have come to faith.'**  
**Kgosi, Debt Advisor**

## **Our vision, values and ethos**

### **Christ-centred**

Jesus first. Always. We share the gospel and are guided by his teaching. We demonstrate unwavering compassion, faith and integrity with each other as well as those we serve, partner with and are supported by.

We're Christ-centred when we seek to behave like him in every action. We know that it's in God's strength, as his co-workers, that we do our work to bring his kingdom here on earth. Prayer and worship are patterns of our daily behaviour, and we inspire and equip churches as a channel of God's grace to the world.

### **Collaborative**

We know we can't solve poverty alone, so we collaborate. We deliver our services in mutual relationship with the UK Church, and partner with individuals, groups and people of influence to reach our vision. We learn from all voices, welcome diverse perspectives and remain agile in our approach. We innovate together to solve problems and make a dynamic impact on UK poverty.

We're collaborative when we work transparently, pursue excellence and remove hierarchy. We co-design with those who've experienced poverty, knowing their expertise delivers stronger solutions for everyone. By working together in this way, we collectively bring Jesus' message to the world.

### **Compassionate**

Jesus wept. And so do we. Driven by a deep hunger for justice and mercy, we put others first and understand their experiences, showing empathy and care for those we serve, our partners, supporters and each other. We're moved to action every day by the poverty we see in our broken world.

We're compassionate when we're intentionally kind, listen actively, set boundaries, prioritise wellbeing, and offer and receive thoughtful feedback. With faith in Jesus' restorative justice, we pursue restoration and seek reconciliation.

# 1. About Us



## Our vision, values and ethos

### Joyful

Whatever the reality of poverty throws at us, we choose joy. The deep joy that comes from being rooted in Christ is our strength and brings strength to others. Every day, we embrace thankfulness, rejoicing with our church partners when those we serve experience moments of faith and hope on their journey, discovering life to the full.

We don't ignore or minimise challenging circumstances, but intentionally focus on God's goodness amidst them, remaining thankful through the difficult and rewarding journey of serving people who experience poverty. We're joyful when we celebrate every win, big or small, for those we serve and partner with.

### Bold

Poverty won't give up, so neither will we. Our team and ministry is dynamic and determined. We stand uncompromisingly on our faith in Jesus and fearlessly follow him into the darkest places. We embody courage and conviction in all we do, presenting the gospel message in words and actions.

We're bold when we take full responsibility for our actions and outcomes to deliver exceptional service to our church partners and those we serve. Boldness means speaking truth to power, challenging the injustices that drive poverty, inspiring others to take action, offering prayer and choosing Christ-like actions.

### Our ethos

We believe that everyone should be treated with dignity, live in freedom and have equal opportunities. When we can draw on our differences, each of us feels accepted and able to contribute.

We also believe that God gave us responsibility for stewarding the Earth well. This includes caring for both humanity and the environment.

As God's people, our prayer is that where God's heart breaks, ours will too. We're committed to improving our society, so that it more closely reflects God's kingdom and values.

As we do this, we're taking steps towards our vision.

### Our faith

Faith is hugely important to those of us that work at CAP. It's the fuel in our engine.

Find out more about [our faith](#).

# 1. About Us

## Why work at CAP?

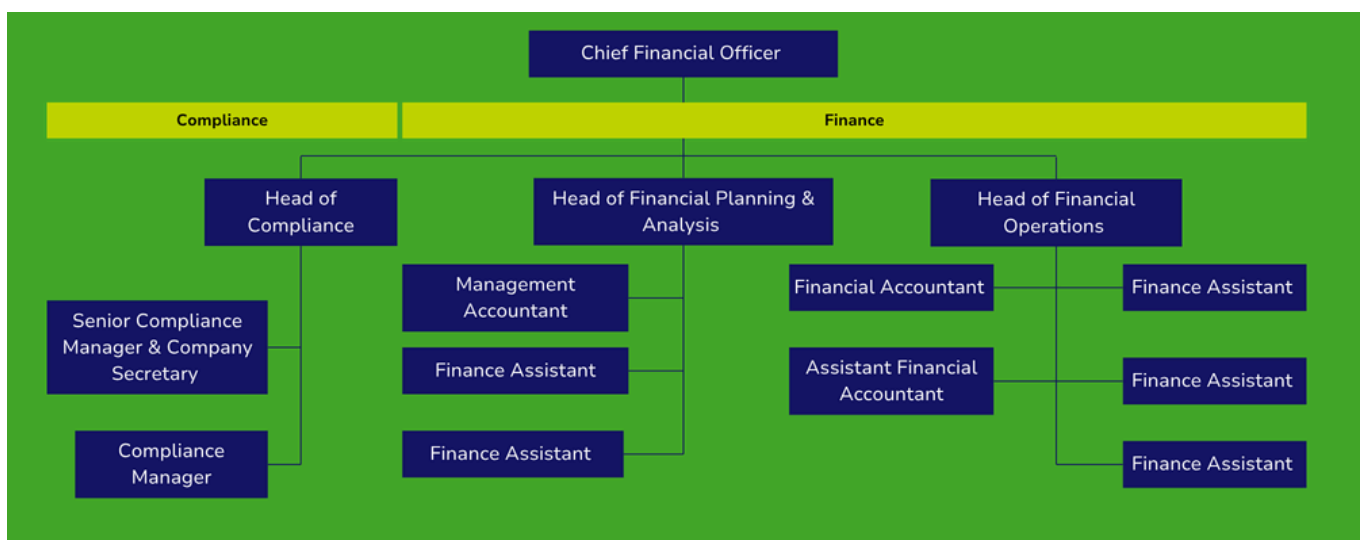
**We are on a mission to end UK poverty. We're all about making a meaningful difference through our everyday work, using our skills and our faith to serve the UK Church.**

The work we do makes a difference. We're a community of skilled, dedicated people driven by our Christian faith. Together we serve the UK Church, empowering it to make a real impact on UK poverty. Join us on our mission.

If you want to see lives changed for the better, while developing your own professional skills, then CAP is a rewarding place to be! Through our work, we help 2,500 people become debt free every year, and tens of thousands receive face-to-face support to break free from poverty.

We pride ourselves on a fun and supportive culture, where we value you as a whole person and offer opportunities for you to grow.

## Organisation chart - Finance & Compliance





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## 2. Job description



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## 2. Job description

**'After a long career in secular organisations, I love making a difference that has an eternal impact.'**

**Andrew, Head of England & Church Network Operations**

### Role details

|                         |   |
|-------------------------|---|
| <b>Job title</b>        | Head of Finance Operations  |
| <b>Reports to</b>       | Chief Financial Officer   |
| <b>Direct reports</b>   | 1 x Assistant Financial Accountant, 3 x Finance Assistants  |
| <b>Location</b>         | Hybrid - 2 days per week onsite (Bradford)  |
| <b>Contract / Hours</b> | Permanent / Full-time (37.5 hours)  |
| <b>Salary</b>           | Circa £54,000   |
| <b>Annual leave</b>     | 34 days per year (including bank holidays)  |
| <b>Pension</b>          | Employer pension contributes 10% if employee contributes 5%   |
| <b>Benefits include</b> | <ul style="list-style-type: none"><li>• Cycle to work scheme</li><li>• Length of service awards</li><li>• Employee Assistance Programme</li><li>• Mental health days</li><li>• Wellbeing awareness days</li><li>• Sick pay</li><li>• Emergency care days</li><li>• Flexi-time</li><li>• Revive days</li><li>• Conferences</li><li>• Apprenticeships</li><li>• Personal development</li><li>• Mentoring and coaching</li><li>• Accredited qualification</li><li>• Aspiring Leadership Programme</li><li>• Development for managers and leaders</li></ul> |

## 2. Job description

CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.

### Context

CAP is a national charity that is driven to help release people from debt, poverty and their causes through partnering with local churches. We do this by providing a variety of services: debt help, job clubs and life skills. We also help churches teach basic budgeting and money management skills through our money coaching course. Our debt help service involves holding client assets. CAP is regulated by the Financial Conduct Authority. The continued success of our work rests on a bedrock of vital background functions, which includes the finance department.

### Purpose

The finance department is going through an exciting period of transformation. Working alongside the Chief Financial Officer and the Head of Financial Planning & Analysis, this role will help shape the strategy and delivery of excellent forward-facing financial planning, statutory and regulatory reporting, costing and client asset management.

This role will be responsible for identifying opportunities for continuous improvement whilst driving efficiencies across the finance department. Taking ownership of providing potential solutions to enable us to strengthen our core financial processes, from both a systems and process perspective, whilst encouraging thought and challenge around our current ways of working.

This role will take accountability for the oversight and management control of the Finance Operations team, providing outstanding customer service to both our internal and external customers and stakeholders.

### Personality

We are dedicated, enthusiastic and take a professional approach to our work, within a relaxed, supportive environment.

### Passion

We are extremely passionate about providing excellent service to our multitude of internal and external stakeholders.

## 2. Job description

### Role accountabilities:

- Build and develop a strong finance operations function with robust internal and external controls through active line management and regular training.
- Drive the annual statutory reporting process - developing a clear timeline, planning and negotiating with our internal communications team to deliver a high quality annual report for Trustee approval and sign off.
- Lead the external audit process, negotiating fees, timetables and take the lead role in all meetings with the Audit Partner and their team. Use judgement to consider whether audit responses should be challenged or accepted. Prepare action plans and report audit findings to the Finance, Audit & Risk Committee.
- Oversee the CASS annual audit process, which includes negotiating fees, timetables and take the lead role in all meetings with the Audit Partner and their team. Use judgement to consider whether audit responses should be challenged or accepted. Prepare action plans and report audit findings to the Finance, Audit & Risk Committee.
- Develop and deliver comprehensive and insightful regular balance sheet reporting and forecasting (capital expenditure, cashflow, liabilities and reserves) to support the financial sustainability of CAP, highlighting risks or opportunities to enable informed decision making by Executive Team and the Board.
- Identify and implement process and system improvements, shaping and improving the effectiveness of the finance operations team.
- Take the leading role in the finance ledger system replacement procurement, design & implementation.
- Provide support to ensure key operational and financial targets are delivered.
- Develop, recommend and implement cash and capital management systems and reporting.
- Provide assessments of capital expenditure business cases and strategic opportunities to support and influence decision making.
- Support the month end and annual accounting processes to ensure accurate reporting of the financial performance.
- Advise the Chief Financial Officer on technical areas of expertise, undertaking research as required, in particular financial reporting, VAT and tax.
- Provide financial accounting advice and support to the Head of Financial Planning & Analysis in the preparation of budgets.
- Submission of all mandatory external surveys and reports as required by deadlines (ONS, FCA etc).

## 2. Job description

### Manager accountabilities:

- Manager is proactive in creating a culture of personal development in the team, including but not limited to conducting Annual Appraisals and Development Reviews (AADs), and coaching style catch ups for every direct report.
- Manager is a secure and honest leader, able to acknowledge mistakes, lead with vulnerability and build a high trust team.
- Manager has excellent written and verbal communication skills and can tailor these to the audience and situation as needed.
- Consistently and professionally articulates the needs of the team to wider stakeholders, whether as part of specific projects or business-as-usual tasks.
- Manager is able to balance team workloads, boundaries and health using appropriate and effective strategic methods such as LEAN, problem definition and ideation tools.

### Senior leadership accountabilities:

- Strategy. Understands the organisation and industry context, knows how to set strategic plans and execute them well.
- Operational oversight. Delivers on the department's goals and strategic priorities, knows how to lead the department through change and is constantly looking to improve processes.
- Developing and leading people. Able to lead managers and develop them to deliver on accountabilities. Highly skilled at appraisals and setting targets.
- Promoting healthy culture. Ensuring department work and behaviour exemplifies CAP's values.
- Collaboration (across departments). Strong in organisational awareness and passionate about cross-collaborative working.

### Measurable outputs:

- Budgets (capital and other items) delivered on time and within budget.
- Objectives agreed annually delivered as planned.
- Monthly reporting pack delivered to the agreed timetable.
- Finance transformation programme delivered successfully.
- Successful completion of the annual statutory audit process.
- Identification of further improvements needed to financial processes and controls as appropriate.
- Delivery of new chart of accounts structure.
- Balance sheet & cash flow - annual, monthly and quarterly - including forecasts.
- Statutory returns completed on time.
- Effective regular 1:1 meetings held with direct reports.



## 2. Job description

**'What I love about it is that people genuinely want to look after each other. My story is that I've been so invested in by CAP and now I get to invest in others.'**

**Justine, Head of People Operations**

### Culture

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the charity.

### Other responsibilities include:

- Being willing to pray with staff and fully engaged with our Christ-centred culture.
- Encouraging friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences.
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.



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## 3. Person specification



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# 3. Person specification

## Education

- Qualified Accountant (CCAB) with Post Qualification Experience.
- Degree or professional level education.

## Experience

### Essential

- At least 3 years experience at a senior level within a finance/accountancy environment.
- Senior level financial accounting experience.
- Experience of reviewing controls & processes.
- Experience of leading the annual accounts & audit process.
- Experience of leading teams to meet key objectives or targets.

### Desirable

- Senior level financial accounting experience in a not-for-profit organisation.
- Experience of installing/upgrading accounting systems.
- Prior experience of working in a CASS 11 environment.

## Skills/abilities

- A strategic thinker, able to plan and forecast with an exceptional level of organisational awareness.
- Ability to interpret technical accounting regulations into everyday language.
- Demonstrable effective influencing skills at a senior level.
- Significant understanding of financial control and risk.
- Excellent technical finance and accounting knowledge.
- Demonstrate strong understanding of business needs and relevant application of accounting standards.
- Good strategic insight and understanding of organisational aims.
- Possess a problem solving, analytical mindset with a high level of attention to detail.
- Excellent communicator and presentation skills, both verbally and in writing.
- Strong excel skills and use of data manipulation tools.
- Ability to prioritise and manage own workloads, be organised, have a flexible working style and enjoy working to tight deadlines.
- Ability to lead a team in actively promoting the cultural values of CAP.

# 3. Person specification

## Christian commitment

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and core values.
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

## Safeguarding

All adults working in or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes:

- A responsibility to ensure a safe environment in which CAP services can be delivered.
- Identifying children and adults where there may be safeguarding concerns.
- Following the CAP Safeguarding policy in addressing any concerns appropriately.

**'I love how people look out for you and just the general support I felt especially being a first time mum with no family close by, The flexibility of hybrid working is something you can't put a price on.'**



## 4. How to apply





## 4. How to apply

Christians Against Poverty is working in partnership with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV.
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact:  
Nick Thomas, Senior Consultant, Charisma Charity Recruitment on 01962 813300 or email [info@charismarecruitment.co.uk](mailto:info@charismarecruitment.co.uk).

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.

*\* In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian.*

**Closing date:** Applications are being reviewed on receipt and interviews will be conducted on a rolling basis. When a suitable candidate is found the role will close, so please apply without delay to avoid disappointment.





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