



Keswick Ministries Finance Manager

Candidate Pack
September 2026



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**Keswick
Ministries**



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Introduction



Note from the CEO

By God's grace, Keswick Ministries has enjoyed a period of growth in our ministry, and we want to make the most of the opportunities God is giving us.

We now employ a staff team of 18 people who deliver our year-round ministry events, as well as running our Pencil Factory building and wider site as venue for hire throughout the year.



We are therefore currently looking for a capable and enthusiastic Finance Manager who will help deliver the vision we believe the Lord is calling us to. We are seeking someone who will fill this strategic role at the heart of the finance team, and through this, both serve the whole organisation and help build the ministry for God's glory.

I look forward to meeting you!

In Christ,

Mark Ellis, CEO



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About us



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About Us



Introduction and context

Keswick Ministries, a Christian organisation based in the heart of the Lake District, exists to refresh God's people with joy in Christ Jesus. Since 1875, Christian believers have gathered in Keswick for an annual Convention where they can Hear God's Word, Become like God's Son, and Serve God's Mission. This summer, we welcomed around 10,000 adults and 3,500 children to the event.

The Convention is beloved by Christians across the UK and far beyond, with associated events taking place around the world. It is known for its rich and faithful bible teaching and Christian fellowship in the heart of a beautiful national park. It is completely free to attend, making it as accessible as possible to all.

Keswick Ministries is growing: the Convention is becoming increasingly popular for children and young people, and with the acquisition of a fantastic large site in the heart of Keswick we are developing our year-round ministry to serve and bless the church.

In addition to the flagship Convention, we also produce resources, both printed and digital, that point to Christ and help with daily discipleship. We have year-round ministry events to feed God's people. We are also a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.

By God's grace, we now have a broad campus of buildings and properties that we use for events throughout the year, both for ministry and commercial use. This is building fast, with bookings from many industry sectors, and a range of event types from concerts to conferences, exhibitions to expos. The finance team support both the ministry and commercial activities of the organisation in this exciting period of growth.





Our story

It begins in 1875 with the first Convention, held on the vicarage lawn of St. John's Church in Keswick, in England's Lake District. Since 1875, the Convention has brought Christians together from across denominations under the banner: 'All one in Christ Jesus' (Gal 3:28). They have seen their lives transformed as they sat under God's Word, and they have gone out to love and live for Christ across the UK and the world.

Keswick Convention

The Convention attracts some 12,000 Christians from the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in the world. It caters for children of all ages and has a strong youth and young adult programme. And it all takes place in the beautiful Lake District – a perfect setting for rest, recreation and refreshment.

Keswick Fellowship

For over 140 years the work of Keswick has impacted churches worldwide, not just through individuals being changed but through Bible Conventions that originate or draw their inspiration from the Keswick Convention. Today, there is network of events that share Keswick Ministries' priorities across the UK and in many parts of Europe, Asia, North America, Australia, Africa and the Caribbean. Keswick Ministries is committed to strengthen the network in the UK and beyond, through prayer, news and cooperative activity.

Keswick Teaching and Training

Keswick Ministries is developing a range of inspiring, equipping, Bible-centred teaching and training that focuses on 'whole of life' discipleship. This builds on the same concern that started the Convention, that all Christians live godly lives in the power of the Spirit in all spheres of life in God's world. Some of the events focus on equipping. They are smaller and more intensive. Others focus on inspiring. Some are for pastors, others for those in other forms of church leadership, while others are for any Christian. All courses aim to see participants return home refreshed to serve.

Keswick Resources

Keswick Ministries produces a range of resources to inspire and equip Christians to live for Christ. These resources focus on the core foundations of Christian life and mission and help Christians in their walk with Christ.

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About Us



Mission | Refreshing God's People with Joy in Christ Jesus

Keswick Ministries exists to refresh the church with joy in Christ Jesus. Through our annual summer Convention, our year-round events and free resources, we gather people around God's word so we can become more like Jesus and enjoy living for him – wherever we are, and whatever we're doing.

Values

All we do is characterised by...

1. Delight in God's word:

We come to God's word with a sense of wonder and anticipation, knowing that we see Christ most clearly in it. We crave Bible teaching which goes through the heart and draws us to him.

2. Generous unity in Christ:

We are as narrow as the gospel demands, and as generous as the gospel compels us to be, knowing that Christian believers are "All one in Christ Jesus." We treasure unity in our diversity, always speaking well of each other.

3. Humble dependence in prayer:

We rejoice in our frailty and finiteness, unashamed to be completely dependent on God in prayer. We desire his glory above all things, and choose to enjoy the truth that he is in control as we bring our needs to him.

4. Passion for mission:

We have hearts that overflow with joy in Jesus and, compelled by his love, long to share the goodness of the gospel. We want to inspire people of all generations to share the grace of Jesus Christ with people who have never heard of him.

5. Joyful engagement with God's world:

We value creativity and beauty as part of our calling as human beings, made in the image of God. We seek to value and transform homes, workplaces, culture and creation, living for God's glory in our ordinary everyday lives.

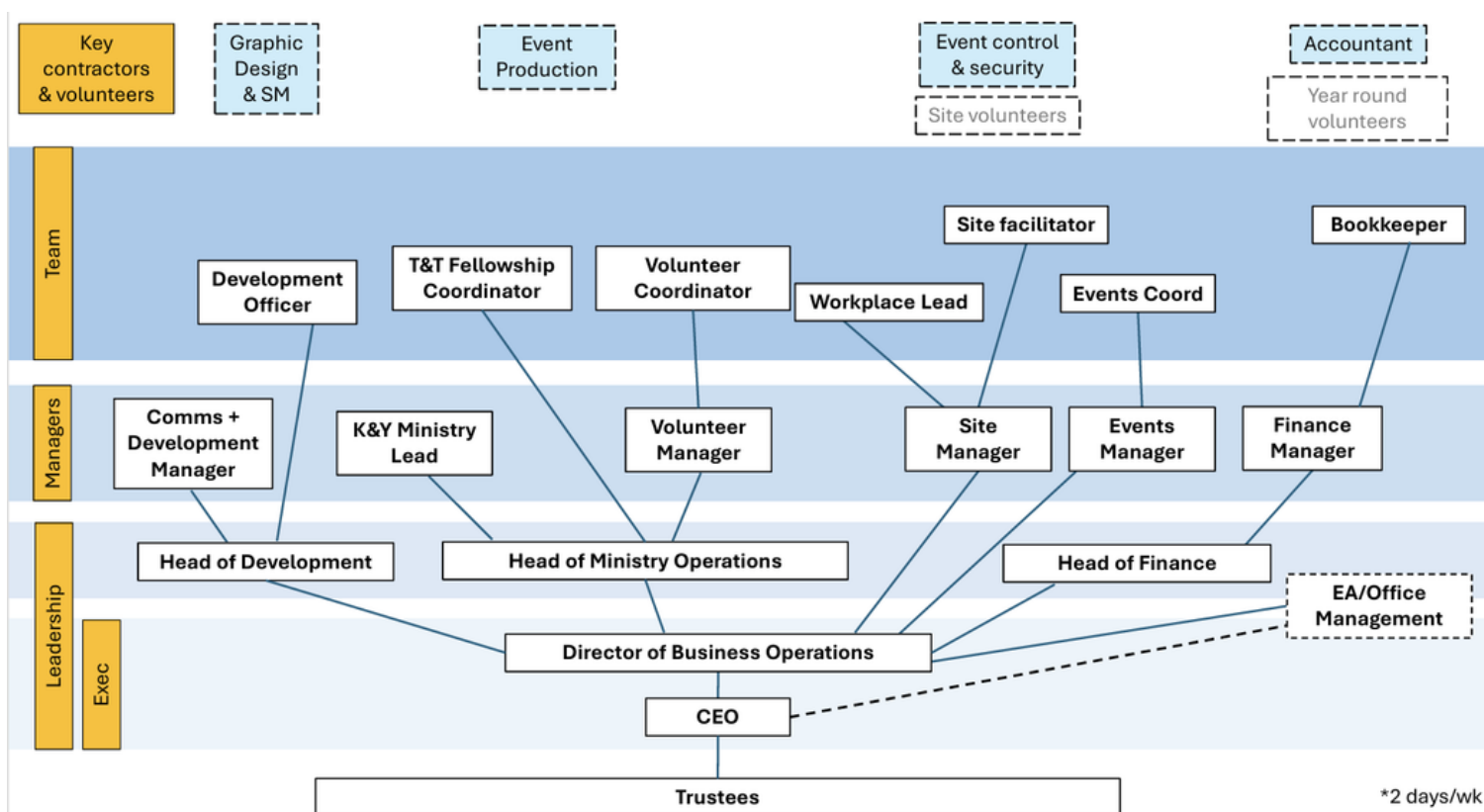
6. Rooted in the local church:

We celebrate the local church as the primary place for lifelong discipleship, and the beautiful bride for whom Christ died. We long to serve the local church, so that God's people flourish in local fellowships across the UK and beyond.

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About Us

Organisation Structure



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Working at Keswick Ministries with other people who truly love Jesus is such a privilege and a joy! The daily devotions, times of prayer and staff fellowship are all wonderful parts of working at KM, along with the joy of being part of a worldwide mission, that reaches far beyond Keswick.

Libby (Volunteers Coordinator)

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Job description



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Role details

Role title	Finance Manager
Contract	Permanent
Hours	Full time 37.5 hours per week
Reporting to	Director of Finance
Direct reports	Finance Assistant
Location	Based in Keswick
Salary	£38,000 - £44,000 pa dependent on experience.
DBS	Required
Relocation allowance	Available
Pension	8% employer contribution and Salary Sacrifice option.
Holiday	21 days plus bank/public holidays. In addition, the Keswick Ministries office is closed for four days between Christmas and New Year in recognition of the additional hours worked during Convention.



Key areas of responsibility

Financial management

- Oversee the day-to-day finance function and ensure accurate financial records are maintained.
- Manage all accounting processes, including income, expenditure, reconciliations, journals and month-end procedures.
- Maintain effective financial controls and identify opportunities to improve systems & processes.
- Manage banking arrangements, cashflow and reserves.
- Maintain and develop the charity's finance systems, including accounting software and integration with the CRM (Beacon), ensuring accurate and reliable financial and supporter data.

Financial reporting

- Produce timely monthly management accounts and financial reports.
- Provide analysis of financial performance, budgets and forecasts.
- Support senior leaders and trustees in understanding financial information and making informed decisions.
- Prepare reports for Board and Finance Committee meetings.

Budgeting and forecasting

- Work with budget holders to develop realistic budgets and forecasts.
- Monitor performance against budget and provide variance analysis and recommendations.

Compliance and governance

- Ensure compliance with Charity Commission requirements, Charities SORP, Companies House obligations and relevant financial regulations.
- Lead the preparation of year-end accounts and act as the primary contact for external auditors.
- Manage VAT, Gift Aid and other regulatory requirements as applicable.
- Support the charities risk management and governance processes.

Leadership and support

- Line manage Finance Assistant.
- Build strong relationships with colleagues across the charity.
- Provide financial guidance and training to budget holders and non-finance managers.
- Support the successful transition from Sage to Xero, including user support, process improvement and embedding new ways of working.
- Contribute positively to organisational culture and values.

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Person specification



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Person spec



Essential

- Wholehearted belief in and commitment to Keswick Ministries' statement of beliefs and values.
- Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent) or qualified by significant relevant experience.
- Experience of managing a finance function and producing management accounts.
- Experience of using Xero.
- Strong budgeting, forecasting and financial analysis skills.
- Experience of financial controls, audit preparation and statutory reporting.
- Excellent Excel and financial systems skills.
- Strong organisational skills and attention to detail.
- Ability to communicate complex financial information clearly to non-finance audiences.
- Self-motivated, with the ability to work independently and manage competing priorities.
- High levels of integrity, discretion and professional judgement.

Desirable

- Experience within the charity, church or not-for-profit sector.
- Knowledge of Charities SORP, Gift Aid and charity regulatory requirements.
- Experience of using Beacon.
- Experience of supporting trustees, boards or finance committees.
- Experience of systems improvement and organisational growth.
- Experience of line management and developing finance staff or volunteers.
- Knowledge of VAT issues affecting charities.



It's great to part of a team that is thriving and growing, and part of something that has been going for 150 years to serve the church, and looking ahead to the next years. We work in a beautiful place, and love to put on a convention that has such significance in the lives and generations of so many people.

Emma (Head of Ministry Operations)



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How to apply



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How to apply



Keswick Ministries is partnering 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, including the genuine occupational requirement to be a practicing Christian. Please also describe 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.

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.

**Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to [Keswick Ministries statement of beliefs and values](#).*

Closing date: Thursday 8th October

Charisma vetting interviews must be completed by Monday 12th October

Interviews in person with Keswick Ministries: Thursday 22nd October



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