Keswick Ministries
Head of Finance

Candidate Pack

October 2026

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Keswick
Ministries

CONTENTS

Section one - Introduction
Welcome letter

Section two - About us
Introduction and context
Our story
Our mission and values
Organisation structure

Section three - Job description
Role details
Context of the role
Role purpose
Key areas of responsibility

Section four - Person specification
Faith & character
Experience
Skills & knowledge
Motivation

Section five - How to apply
How to apply

1 Introduction

Note from the CEO

Keswick Ministries exists to refresh God's people with joy in Christ Jesus. At the heart of that is the Keswick Convention — a gathering that has shaped British evangelical life for 151 years. This continues to grow and stretch the capacity of the site. But our ministry doesn't stop in August. We are growing our year-round teaching and training programme and the completion of the Pencil Factory gives us a base from which to do that. We also host like-minded ministries, and have an increasing commercial income stream from lettings.

To deliver this effectively, I want to strengthen our leadership team through this appointment. The Head of Finance will work alongside me and the Director of Business Operations, providing strategic financial leadership and the operational rigour that will enable us to grow well.

You will also be responsible for working with our HR advisor to ensure excellent HR processes are in place to build a healthy organisational culture which loves and serves our employees.

As Keswick Ministries continues to grow, we are seeking someone who can lead finance effectively today and who has the ambition and capacity to grow alongside the organisation. For the right person, this role offers the opportunity to broaden their leadership contribution and develop towards a Director-level position in the future.

But more than the skillset you bring, we need a senior leader who sees this as an opportunity to serve the Lord Jesus by bringing your experience to bear on an organisation which is growing and needs careful stewardship to ensure we do so without compromising on who we are. If you are a finance leader with a heart for ministry, an entrepreneurial outlook, and a desire to see an organisation like this run well for the sake of the gospel — I would love to hear from you.

In his grace,

Mark Ellis
Chief Executive Officer

2
About us

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2

About Us

Introduction

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 3,000 children and youth 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.

2 About Us

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 10,000 adults and over 3,000 children and youth 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 livestreams the Convention every year, and provides a broad range of free digital resources to refresh believers all year-round. These resources focus on the core foundations of Christian life and mission and help Christians in their walk with Christ.

2 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.

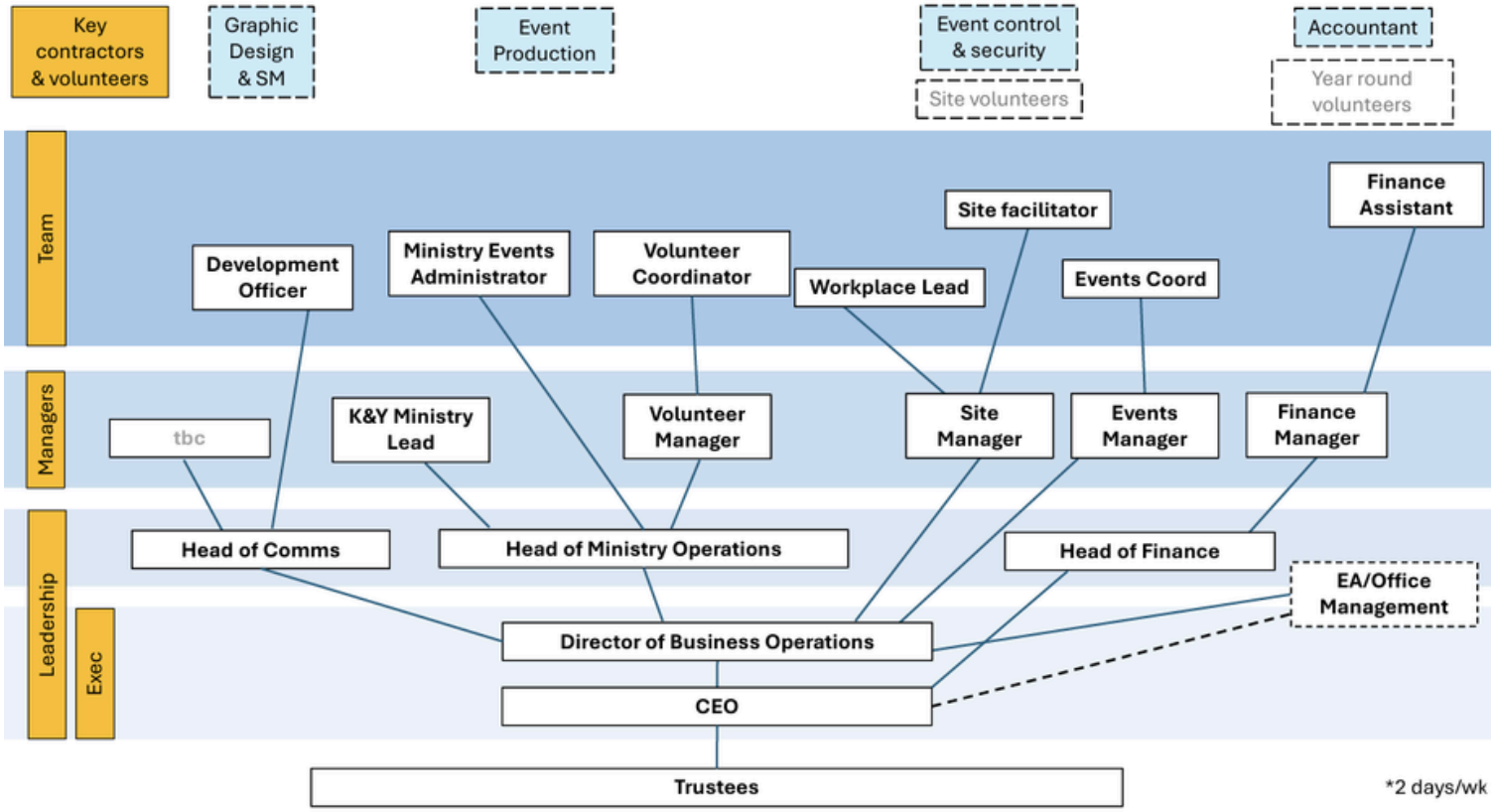
4. **Passion for mission:**
We have hearts that overflow with joy in Jesus and, compelled by his love, long to share the goodness of the gospel. We want to inspire people of all generations to share the grace of Jesus Christ with people who have never heard of him.

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.

2 About Us

Organisation Structure



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)

3
Job description

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Job description

Role details

Role title	Head of Finance
Contract	Permanent
Hours	Full time 37.5 hours per week, with commitment to the Convention period including some weekend working
Reporting to	Chief Executive Officer
Direct reports	Finance Team (two members of staff)
Location	Keswick with hybrid working (three days per week on site and two days remote).
Salary	£52,000 - £55,000 pa dependent on experience
DBS	Required
Relocation allowance	A relocation package is available
Occupational requirement	This post carries an occupational requirement for the postholder to be a practising evangelical Christian, in accordance with the Equality Act 2010.
Pension	10% employer contribution and Salary Sacrifice option.
Holiday	25 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.

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Job description

Context of the role

Keswick Ministries is at an exciting and transitional moment. As the year-round teaching and training programme expands and the Pencil Factory site is developed and deployed, the leadership team is also evolving to meet these needs and steward the heart of the ministry.

This new role of Head of Finance will be a central figure in that team. It requires a servant-hearted, experienced and commercially minded financial leader alongside a commitment to back-office excellence. This is a role for someone who finds satisfaction in enabling others to deliver as they serve as the connective tissue of the ministry.

Keswick Ministries exists to refresh God's people 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. At the centre of what we do is the Keswick Convention, begun in 1875. The Convention draws some 12,000 Christians, including over 3,000 children and youth, from across the UK and around the world to Keswick every summer. It has always been free to attend, and provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and a passionate call to serve Christ in his world.

We are facing many of the challenges of growth and opportunity. The Pencil Factory development - a major capital project that has transformed our Keswick campus - is now complete, bringing the Convention and year-round activities together in a single, significantly enhanced site. Alongside the Convention, Keswick delivers a growing programme of year-round Bible teaching and training events, produces discipleship resources in print and digital formats, and serves as a catalyst for the Keswick Fellowship, a network of conventions in the UK and around the world. This year we held the Keswick Weekend – an Easter gathering – for the first time.

This growth is a great encouragement to us but brings with it unique challenges. Our internal infrastructure needs to grow with us. As our Head of Finance approaches retirement, we are taking this opportunity to recalibrate our leadership structure. In this context, the Head of Finance will provide strategic leadership across a range of functions including finance, and HR. For the right person, this role also offers the opportunity to broaden their leadership contribution over time and develop towards a Director-level position as the ministry continues to grow. In other words, the crux of this role is the oversight and continuous improvement of our internal systems, creating capacity in the Leadership Team and strengthening the whole ministry.

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Job description

Role purpose

To provide strategic financial leadership and ensure the effective running and development of Keswick Ministries' site and internal infrastructure, enabling the CEO and Director of Business Operations to focus on the delivery and growth of the ministry. Principally, this includes:

- Under the Board and CEO, to lead the finance function across the charity and its trading subsidiaries — ensuring sound financial stewardship, regulatory compliance, and the longtermfinancial health of the organisation.
- To ensure our site and campus is maintained and developed strategically to facilitate commercial lettings, ministry events and the growth of the Convention.
- To oversee governance, risk, compliance and policy, acting as Company Secretary and serving as the executive lead on the Finance & General Purposes Committee.
- To take ownership of Keswick's support services, including HR processes and driving the operational excellence that enables the whole organisation to function well.
- As part of the senior leadership team, to create the conditions in which colleagues are well supported, processes are clear, and the Leadership Team has the capacity to lead strategically.

Key responsibilities

Leadership Team membership

- Member of Leadership Team, helping shape the culture and deliver the vision of Keswick Ministries
- Work in close partnership with all members of the Leadership team, including supporting the Director of Business Operations and CEO
- Contribute to ministry-wide strategy and priorities
- Contribute to the Christ-dependent, prayerful culture through personal example and leadership

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Job description

Financial leadership

- Lead the finance function across the charity and its trading subsidiaries, ensuring sound financial management at all times.
- Work with the CEO and Director of Business Operations to develop financial strategy and produce annual budgets, with short, medium and long-term forecasting.
- Produce the Annual Report and accounts; work with external auditors to finalise.
- Monitor cash flow, track actual spend against budget, explain variances, and determine remedial actions.
- Oversee the authorisation and payment of expenses and invoices.
- Lead financial management of major capital and development projects.
- Oversee treasury management and arrange necessary finance facilities.
- Manage and develop the finance team.
- Ensure compliance with all statutory and regulatory financial frameworks, including charity law, SORP, Companies House and the Charity Commission.
- Liaise with the Head of Development on fundraising strategy and donor reporting, ensuring alignment with financial planning.

Governance & compliance

- Act as Company Secretary for the charity and its subsidiaries, completing statutory returns and maintaining compliance with relevant legislation.
- Serve on the Finance & General Purposes (F&GP) Committee; prepare agendas, supporting papers and minutes in conjunction with the Chair of the Committee.
- Manage and oversee the Risk Register, presenting to F&GP and Council.
- Own key organisational policies and oversee their regular review across the whole organisation.
- Ensure compliance with GDPR and data protection obligations.
- Provide the CEO and DO with timely guidance on legal, charitable and governance matters.

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Job description

Support services & organisational effectiveness

- Oversee back-office systems and processes, identifying opportunities for improvement and driving efficiency across the organisation.
- Lead on HR processes: recruitment administration, contracts, onboarding, policy, compliance and issue handling — working with outsourced HR support where appropriate, and developing in-house capacity over time.
- Lead on procurement strategy and oversight, including management of relevant supplier relationships.
- Contribute to a healthy and proactive organisational culture; support the CEO in building a team where people are well-supported and able to flourish.
- Produce agendas and KPI data for monthly/quarterly finance and performance reviews.

Convention

- Provide full-time support during the three-week Convention and the week either side.
- Oversee Convention finances and liaise with the relevant team members on the annual Convention budget and payment of expenses.

4
Person specification

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4 Person specification

Faith & character

- An evangelical Christian who is growing in the fruit of the Spirit.
- Rejoices in facilitating the delivery of ministry through financial leadership and organisational effectiveness.
- Servant-hearted, people-driven and passionate about enabling others to flourish.
- An adept and emotionally intelligent leader who is able to build relationships of deep trust and influence.
- A humble team player capable of forming a close and transparent partnership with the CEO and the Director of Business Operations.
- Highly-organised, logical and pragmatic.
- A resilient, self-motivated and creative problem-solver with a can-do attitude.

Experience

- Qualified accountant (ACA, ACCA, CIMA) or demonstrably equivalent experience in a comparable role.
- Managing or overseeing HR processes, including policy, contracts and issue handling.
- Working with governance bodies, including preparation of papers and minutes.
- Strategic financial leadership, ideally across both commercial and charitable settings (desirable).
- Managing charity compliance obligations, including SORP and UK regulatory frameworks (desirable).
- Company Secretary or governance experience (desirable).
- Experience working in or closely alongside a Christian ministry or faith-based organisation (desirable).
- Experience overseeing the management of a site, estate, or facilities operation (desirable).

4 Person specification

Skills & knowledge

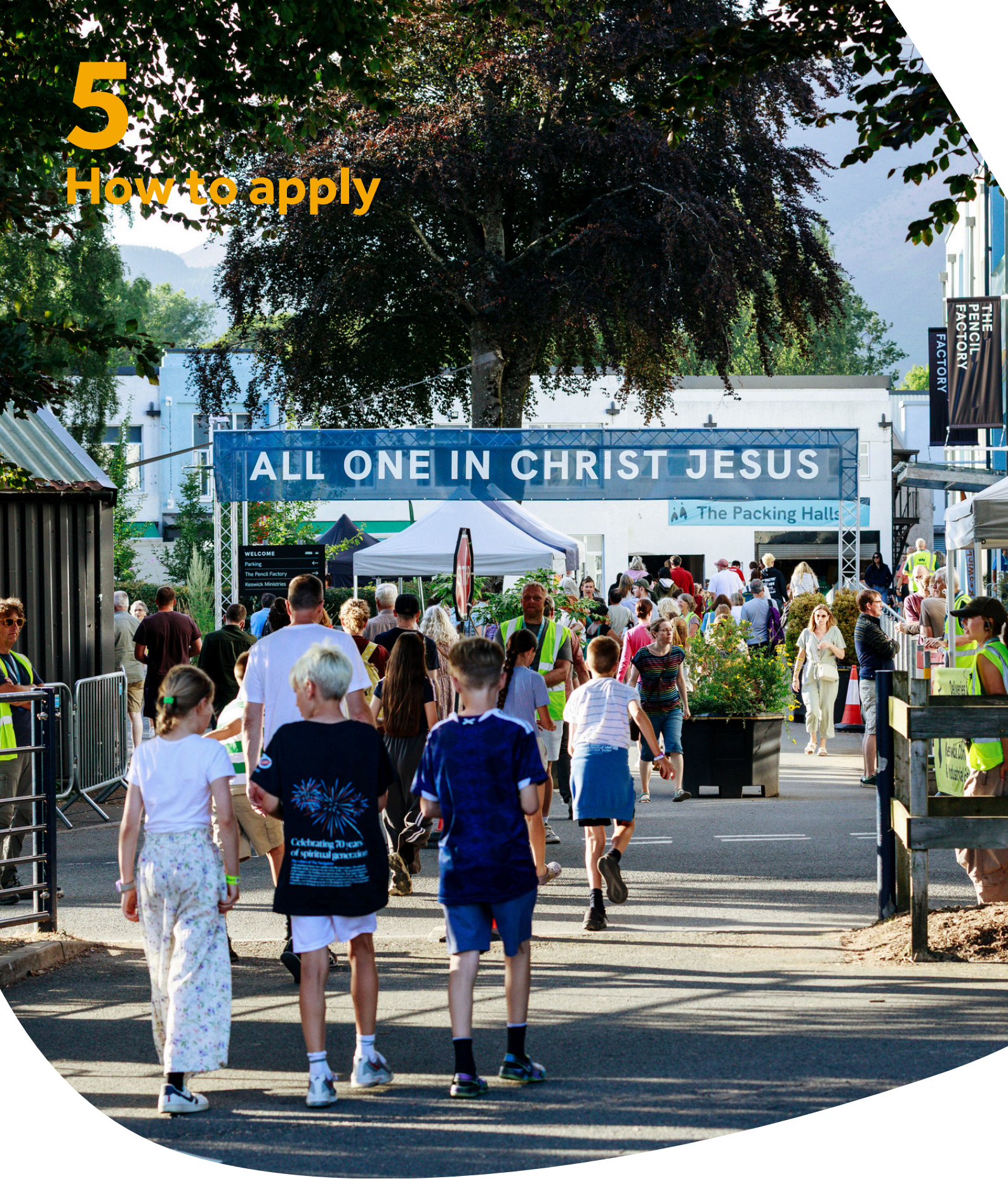
- Strong financial management: budgeting, forecasting, cash flow management, reporting and audit.
- Proficiency in accounting software; Xero experience highly valued.
- Policy development, risk management and governance literacy.
- Clear and confident communicator, both written and verbal.
- Clear understanding of charity finance, SORP, and relevant regulatory frameworks (desirable).
- Procurement experience and willingness to manage supplier relationships (desirable).
- Exposure to fundraising strategies and donor reporting (desirable).

Motivation

- Captured by the vision of Keswick Ministries and passionate about seeing its offering endure to the glory of God.
- Energised by enabling others to deliver their best work.
- Motivated by grace to deliver excellence.
- A desire to grow alongside the organisation, broadening leadership responsibility over time and potentially developing towards a Director-level position.
- Affinity with the Keswick Convention and its history (desirable).

> *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)**

5 How to apply



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5 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 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 26th November

Charisma vetting interviews must be completed by Tuesday 1st December

Interviews in person with Keswick Ministries: w/c Monday 7th December

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