

Application Pack
Finance Assistant
Church Action on Poverty



Salary	£31,022 per year (pro rata)
Hours	Part-time - 24 hours per week
Contract	Permanent, with a six-month probationary period
Location	Remote working or hybrid (as preferred)
Closing date	Tuesday 21 July 2026, 5.00pm
Interview date	Thursday 30 July 2026

Welcome

Thank you for your interest in the Finance Assistant role at Church Action on Poverty. This pack contains everything you need to know about the role and how to apply.

We're a small, committed team working nationally to build dignity, agency and power for people experiencing poverty, and to end poverty in the UK. Our finance function sits at the heart of that work, and we're looking for someone who cares about doing that job well and who wants their skills to make a real difference.

About Church Action on Poverty

Church Action on Poverty is a national charity working alongside people in poverty to build dignity, agency and power, and to end poverty in the UK. We work with partners, churches and communities across the country, supporting people to speak truth to power and take part in campaigning and community organising.

We believe people experiencing poverty should be at the centre of the movement to end it, and we work in partnership with individuals, community organisations and faith groups nationally to make that happen.

The Role

Join a small, committed team working to build dignity, agency and power to end poverty in the UK. The Finance Assistant's key responsibilities will be:

- Maintaining financial systems through accurate record-keeping.
- Providing financial support operationally to the wider staff team nationally.
- Supporting the Finance Manager to implement financial systems and processes.

Other areas of responsibility

Building Dignity, Agency and Power to End Poverty

- Actively build relationships with colleagues, partners and individuals to strengthen networks across our projects and activities.
- Encourage opportunities for individuals experiencing poverty to speak truth to power and take part in community activism with the organisation and partners.
- Support the aims of the movement, organisations and partners through contributing to campaigning and community organising (e.g. Challenge Poverty Week).

Financial Administration

- Assist with efficient and accurate bookkeeping and records management of financial accounts, including regular reconciliation activity according to standard processes.
- Raise, receive, process, code and upload invoices to/from suppliers and funders using finance management software (Quickbooks and Salesforce).
- Reconcile monthly bank statements, credit card and pre-paid cards.
- Record grants, donations and other income from supporters, members, churches etc, and maintain up-to-date donor records on the financial management system (Quickbooks and Salesforce).
- Ensure financial data is consistently recorded and synchronised across all databases and financial management systems (Quickbooks, Salesforce, Engaging Networks and ClarityBanking)
- Liaise with, and respond to, enquiries from colleagues, suppliers and programme partners.
- Assist with the preparation of monthly fundraising progress reports, quarterly management accounts, Gift Aid claims and the annual financial examination.

Programme Support

- Administer and track staff expenses related to programme activities.
- Support regular reconciling and reporting of donor income and programme expenditure, answering queries and providing up-to-date information to the wider staff team.

- Assist the Finance Manager in maintaining financial reports to enable tracking and monitoring of spend, and in reporting to grant funders.

Compliance

- Ensure your work is carried out to the required quality standards and adheres to internal financial management procedures.
- Provide documentation to facilitate programme operations, including grant documents and funder reports.
- Support the Finance Manager in ensuring the charity is compliant with contractual and legal obligations.

Accountability and relationships

The Finance Assistant will be accountable to Church Action on Poverty's Finance Manager, and will work closely with the core office team and other members of the team. They will also have a working relationship with staff from suppliers, partners and volunteers, and will be expected to attend approx. 4 x 2 consecutive days staff meetings per year in person.

Person Specification

We know that talented people don't always tick every box. If you can demonstrate most of the criteria below and are enthusiastic about our mission, we'd still love to hear from you.

Essential

- Experience of bookkeeping, financial record-keeping or similar financial administration.
- Good working knowledge of accounting software (e.g. Quickbooks) or the ability to learn new financial systems quickly.
- Strong attention to detail and accuracy when handling financial data.
- Good time management and problem-solving skills.
- Well organised, with the ability to manage a varied workload and meet deadlines.
- Confident communicator, able to liaise clearly and helpfully with colleagues, suppliers and partners.
- Comfortable working both independently and as part of a small, remote-first team.
- A genuine commitment to Church Action on Poverty's mission and values.

Desirable

- Experience using Salesforce or a similar CRM system.
- Experience of working within the charity or not-for-profit sector.
- Knowledge of Gift Aid processes.
- An AAT qualification (or working towards one), or equivalent relevant experience.
- Lived experience of, or connection to, communities affected by poverty.

Terms and Conditions

Duration	Permanent contract, with a six-month probationary period
Hours	24 hours per week
Salary	£31,022 pa pro rata (Scale C, point 17, based on the NJC pay scale), paid monthly on the 14th day of each month
Pension	Church Action on Poverty operates the Nest auto-enrolment pension scheme, contributing 10% employer contribution provided the staff member commits to a 5% employee contribution.
Health benefit	Cash-plan health insurance, fully funded for staff and dependants
Holidays	25 days' annual leave pro rata, plus statutory holidays
Location	Remote working or hybrid from home and our Manchester office

How to apply

Please complete our application for employment form and return it to info@church-poverty.org.uk

Timeline

Closing date	Tuesday 21 July 2026, 5,00pm
Interviews	Thursday 30 July 2026

Successful candidates will already have the right to live and work in the UK without restrictions.

We're unable to consider applications received after the closing date. If you haven't heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.

Equality, diversity and inclusion

Church Action on Poverty is committed to equality, diversity and inclusion. We welcome applications from all sections of the community, and particularly encourage applications from people with lived experience of poverty, and from groups currently under-represented in our sector, including disabled people and people from Black, Asian and minority ethnic backgrounds.

Questions

If you have any questions about the role, or need this pack in a different format, please get in touch - we're happy to help.