



HEAD OF FINANCE

APPLICATION PACK



Hello!

It is great that you are considering applying to be our Head of Finance.

CPAS is a longstanding charity that has been resourcing churches since 1836. Today, we are still passionate about evangelism and playing our part as one of the Church of England's mission agencies. We are at an exciting time in our history, as we seek to move forward with our new strategy from 2025-2030 and to resource the Church to achieve its mission.

We are blessed to have a stable financial footing, with strong reserves and a well run finance function and we are looking for someone to join our senior team to ensure that our finances continue to be secure and able to support our mission. We are looking for someone to join our talented staff team who shares our vision and passion for mission and excellence. You will hold a financial qualification and have experience of leading a finance team across the range of functions.

You will find further details in this pack about what the job involves, what we are looking for in candidates and the application process. We are looking forward to hearing from you further.

Val Floy, Director of Operations and Finance

CHURCH PASTORAL AID SOCIETY

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.

Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ.

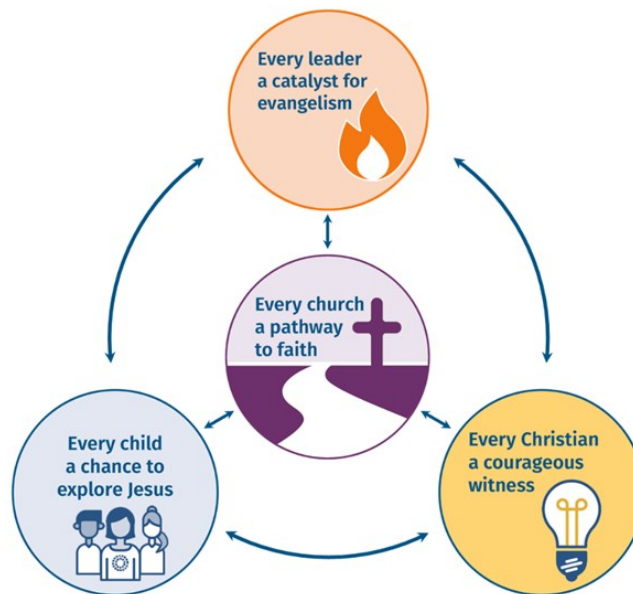
THANK YOU FOR CONSIDERING THE HEAD OF FINANCE ROLE AT CPAS

ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its patronage work and leadership training are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2030, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in nearly 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Ventures and Falcons Holidays: for 8-18's to explore life with Jesus on our residential.

CPAS also has a strategic priority to strengthen our operational core. There are a number of strands of work being invested in to ensure the organisation is robust enough to sustain and increase our 3 distinct but collaborative areas of work.

ABOUT THIS ROLE

We are recruiting to the role of Head of Finance, following the retirement of a long standing member of staff. The role will be part of the Leadership Team at CPAS and report to the Director of Operations and Finance. The successful candidate will lead a small finance team, and work collaboratively with Ministry and Support Teams to ensure our systems are efficient and well run. You will be a qualified accountant (ACA/ACCA/CIMA) and have experience of managing a small team across the various finance functions. As part of an organisational wide programme to renew our digital systems, we are planning to start the process of selecting and implementing a new finance system in 2026 and the successful applicant will work with our IT and digital team to deliver the project.

This is an exciting time at CPAS, as we move forward with our new strategy, covering 2025-2030. We are looking for someone who shares our vision and sees a strong Finance function as core to achieving our objectives. CPAS has strong reserves and we want to ensure our current financial model enables us to invest in new areas of work and expand our influence and reach. You will be a team player and have experience of working at a senior finance level, able to ensure the detailed financial functions serve the complexities of our holiday operation, alongside our other income generating areas of work.

JOB DESCRIPTION

RESPONSIBLE TO: Director of Operations and Finance
RESPONSIBLE FOR: Assistant Finance Manager, Finance Assistant

KEY WORKING RELATIONSHIPS:

External: Suppliers, customers, auditors, banking contacts, payroll provider, investment managers and HMRC

Internal: Finance team, Digital Systems Manager, wider CPAS team, Trustees and senior colleagues

JOB PURPOSE:

To provide a strong lead to the finance function of CPAS, championing the Christian values and ethos of the organisation and cultivating a prayerful approach to finances. To ensure the finance function is well run and provides Trustees and the Senior Team with strategic financial information and analysis to ensure progress is made in fulfilling the strategic objectives.

CORE TASKS

Operational Finance

- To manage the finance team to ensure all operational finance procedures are completed efficiently and in a timely manner to enable accurate management reporting to progress our Christian mission and vision
- To ensure CPAS's financial processes are carried out accurately e.g. income allocation, payment of invoices, reconciliation of bank accounts
- To ensure the payroll process is managed, in conjunction with the external payroll bureau
- To manage cashflow, liaising with banks and investment managers as required
- To ensure that quarterly VAT returns are made, overseeing 2 VAT schemes and taking advice where necessary around the management of VAT
- To ensure budget holders are trained and able to manage their responsibilities in working within their team budget
- To be the key point of contact for the auditors, ensuring there is a smooth audit process, that statutory accounts are prepared in line with Charity Commission and Companies House best practice

Financial Planning and Analysis

- To lead on the annual budgeting cycle, working with budget holders and the trustees to prepare annual and 3-5 year forecasts
- To ensure monthly management accounts are prepared and distributed to Trustees, Managers and budget holders, identifying any key areas of concern and addressing with budget holders
- To provide commercial insight into the costing of CPAS's products and services, working with the fundraising and other teams in the production of commercially focused bids and proposals
- To be part of the Team Leaders meetings and quarterly reviews, ensuring that finance reports and analysis are available to inform decision making and progress updates, encouraging a prayerful approach to financial planning

Staff relationships

- To manage the Finance team, ensuring that there is cover for absence and to offer regular line management and support to the team
- To line manage the Finance team, ensuring they are trained and equipped to carry out the finance tasks, cultivating a development ethos and keeping up to date with external developments in charity finance

General / Other Requirements

- To lead work with the Digital Systems Manager to ensure a new finance system that meets our on-going needs is scoped, sourced and implemented and that our financial processes are efficient and effective
- To work with the Director of Operations and Finance to provide reports and agendas for meetings of the Finance Committee
- To act as Company Secretary, ensuring that the Charity Commission and Companies House records are up to date and reporting requirements are met
- To be a member of the Team Leaders Forum and to contribute to the leadership of CPAS, attending and contributing to key CPAS events eg Prayer Day, Staff Day and regular prayer times
- Conduct all financial activity in compliance with the United Kingdom Accounting Standards (Generally Accepted Accounting Practice) Charity Commission standards and the UK General Data Protection Regulation
- Ensure the historic CPAS connected charities and holdings are administered in line with Charity Law
- Contribute to leading the spiritual culture and maintaining the Christian ethos of CPAS

PERSON SPECIFICATION AND SELECTION CRITERIA

KNOWLEDGE AND EDUCATION

Essential:

- Qualified Accountant to ACA/ACCA/CIMA level
- An excellent knowledge of financial management obligations, especially statutory obligations and requirements including the Charities Statement of Recommended Practice (SORP)
- Evidence of on-going professional development and awareness of relevant developments in charity finance

Desirable:

- Working knowledge of Charity Accounts and Charity Commission regulations
- Ability to produce annual statutory accounts

EXPERIENCE

Essential

- Experience of managing a range of finance functions including payroll, finance systems and VAT
- Experience of managing restricted and unrestricted funds, budgets, audits and risk
- Experience of successfully leading and managing a team
- Demonstrable experience of planning and financial analysis, including experience of writing and presenting reports to senior stakeholders

Desirable

- Experience of selecting and implementing a new finance system
- Experience of working with Trustees and/or Finance Committees
- Experience of delivering training and support to a range of users

SKILLS

Essential:

- An analytical thinker with strong investigative and problem-solving skills, able to pro-actively identify and implement improvements to systems
- Able to work independently, manage own workload and work on own initiative
- Outstanding attention to detail with excellent organisational skills in order to maintain efficient systems and processes
- Able to bring a commercial mindset to the costing and pricing of CPAS's products and services, bid writing, and ensuring the holiday ministries operate within an agreed financial framework
- Strong interpersonal and communication skills (both oral and written), inspiring confidence and trust
- Able to work under pressure and meet tight deadlines
- Ability to identify and implement improvements to systems to increase efficiencies
- IT literate and advanced user of Excel and contemporary financial systems

PERSONAL QUALITIES

Essential:

- A commitment to high standards and efficient delivery
- Ability to be firm and decisive in ensuring systems are used consistently
- Enjoys working in a team environment and committed to cross-team working
- Ability to be resilient under pressure
- An understanding of how to lead a safeguarding culture and ensure effective communication of CPAS's mission, core values and strategy
- A practising Christian* who is passionate about how excellent financial management supports the mission of CPAS. Committed to upholding the Christian ethos of CPAS and encouraging biblical wisdom and advice

*CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#).

TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy, and it may be possible to work from home up to two days per week, subject to making an application.
2. **Salary:** £53,940—£59,617 per annum (with a possibility to extend for an exceptional candidate)
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a full-time appointment of 37 hours per week. CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 33 days. This entitlement is inclusive of bank and public holidays, and in addition the offices are closed between Christmas and New Year and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Sabbatical:** Senior staff are entitled to apply for a paid sabbatical for up to 13 weeks after they have been employed for 7 years at CPAS.
8. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
9. **Start date:** January 2026.
10. This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports our positive safeguarding culture within CPAS.

You must have evidence of your ongoing right to work in the UK.



HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk

APPLICATION CLOSING DATE

The deadline for applications is **9am on Monday 29 September.**

INTERVIEWS

Interviews are scheduled for **Tuesday 7 October** at our offices in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via recruitment@cpas.org.uk

CPAS VALUES

All CPAS staff are expected to work within the values of the organisation:

Missionally Focused

Graciously Engaged

Boldly Innovative

Courageously Hopeful