

**Vacancy**

Evangelical Alliance appointment of

# Finance assistant



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# Introduction from the CEO

The Evangelical Alliance is the largest and oldest body serving evangelical Christians in the UK. Since 1846, we've been uniting Christians and making their voices heard in the corridors of power. We've also been equipping churches for mission, inspiring them to drive the spiritual, social and physical transformation of their communities.

In John 17 – the final prayer of Jesus – Christ prays: “I in them and you in me – so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me.” We believe that the unity Jesus prayed for is reflected in the church coming together, setting aside denominational differences, and working together for the gospel.

This is an exciting and challenging time to be a part of this organisation that I'm so privileged to lead. Our annual report, included in this document, gives you a flavour of the projects, programmes and campaigns that we've been involved in over the past year and just how we are making a difference. We remain committed to our vision of together making Jesus known and are excited to be recruiting to fill this vacancy in our fantastic staff team.

Thank you for taking the time to consider applying to the Evangelical Alliance. We're praying that God brings the right people to us.

**Gavin Calver**  
CEO  
Evangelical Alliance

# About the Evangelical Alliance

**The Evangelical Alliance joins together hundreds of organisations, thousands of churches and tens of thousands of individuals for the sake of the gospel. Working across the UK, with offices in London, Cardiff, Stockport, Glasgow and Belfast, our members come together from across denominations, locations, age groups and ethnicities, all sharing a passion to know Jesus and make Him known. Today our dedication to serving the church, and society at large, is as strong as ever.**

Like the evangelicals who have gone before us – those who abolished the slave trade, those who reformed our justice system, those who championed education for all – we are dedicated to blessing those around us as we worship God with all that we have and all that we are.

Today it is evangelicals who are at the heart of debt counselling, street pastors, night shelters and foodbanks. Today it is active evangelical faith that is making a profound difference throughout our communities for the sake of the gospel. We speak up on behalf of those who are maligned and marginalised, affirming freedoms and proclaiming the good news of Jesus in words and in action.

We love Jesus and we want everyone in the UK to be given an opportunity to know Him. We love His church, and we will do all we can to unite evangelicals, building confidence in the gospel and speaking as a trusted voice into society to see it changed for Him.

[eauk.org](http://eauk.org)

# Who we're looking for

Do you have a meticulous eye for detail, especially numbers, and a desire to support a great cause? Are you highly organised and do you enjoy delivering a task through to completion both accurately and efficiently?

The Evangelical Alliance is the largest and oldest body representing the UK's two million evangelical Christians. For 180 years, we have been bringing Christians together and helping them to listen to, and be heard by, the government, media and society.

We are looking for a detail-oriented finance assistant to support the smooth and accurate financial operations of the organisation, ensuring all transactions are recorded and processed in a timely manner. This role is key to helping us manage our resources efficiently and transparently. You will work closely with the finance manager, supporting internal processes and contributing to the effective financial management of the organisation. As a result, you will play a key part in enabling the Evangelical Alliance to fulfil its vision – to make Jesus known by uniting the church in mission and voice.

The successful candidate will have:

- exceptional organisational and numeracy skills, with outstanding attention to detail.
- good administrative skills, the ability to use initiative and the ability to collaborate with colleagues.
- discretion when handling confidential financial data.
- a willingness to be flexible and get involved in a range of tasks and activities.

If you'd like to work in a fast-paced environment with a faith-filled team, then we'd love to hear from you.

# About the role

**Job title:** Finance assistant

**Responsible to:** Finance manager

## Overall purpose:

To support the finance manager in the day-to-day operations of the finance team, including administering donations, other income, purchase invoices and staff expenses of the charity and trading subsidiary, The Evangelical Alliance Developments Limited.

The role is key to maintaining accurate financial records, supporting payment processing, and ensuring robust financial administration.

## Main responsibilities:

- Analysis of the bank statements for donations to be entered into the member database.
- Monthly direct debit income collection from the donor database, including updating the database for new and cancelled direct debit instructions.
- Processing charity voucher, charity card and debit/credit card donations.
- Preparation and paying in of cheques at the bank.
- Preparation of the Gift Aid claim for submission to HMRC on a monthly basis and maintenance of records for any Gift Aid audit by HMRC.
- Petty cash management.
- Cashbook entries and bank reconciliations in Sage.
- Raise sales invoices for the trading subsidiary, The Evangelical Alliance Developments Limited, plus credit control to follow up overdue invoices.
- Represent our Christian ethos and identity to members, suppliers, customers and staff.
- Maintenance of the purchase ledger in Sage, including processing of invoices and staff expenses, following due processes and the preparation of the BACS file for submission to the bank.
- Review credit card statements, assist the cardholders with any queries, match the transactions to supporting receipts and invoices, and enter in Sage.
- Assist in the preparation of monthly management accounts and other financial reporting documents.
- Regularly review and make recommendations for the improvement of finance processes and software used and keep up to date with developments in charity accounting.
- Provide key administrative support to the finance manager, ensuring integrity of data and maintaining a Christian approach to the finance function.
- Any other tasks and responsibilities commensurate with the role as directed by the finance manager.

**There are some activities which apply to all members of staff, and these are listed below:**

- To further the aims and objectives of the Evangelical Alliance.
- To support the values of the Evangelical Alliance.
- To undertake training/personal development through participation in the Evangelical Alliance's performance review programme.
- To manage one's own learning and contribute to the learning of others.
- To take part in other Evangelical Alliance activities arranged centrally or by other teams where appropriate.
- To participate in and take turn in leading staff prayers and staff worship.
- To maintain and develop the ethos of the Evangelical Alliance with reference to the [Ethos statement](#) and [Code of conduct](#).
- To regularly pray for the work of the Evangelical Alliance.

(The above list of job duties is not exclusive or exhaustive, and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.)

**This post is subject to an Occupational Requirement that the postholder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.**

March 2026

## About you

# Your experience, skills and abilities

*The role of the finance assistant requires a committed Christian who can demonstrate the following, which will be tested at Application (A), Interview (I), Exercise (E) and Reference (R)*

**E** = Essential / **D** = Desirable

### Your education/training:

- Educated to level 3 (A-level equivalent) or relevant experience – **E** (A/I)
- Accounting qualification such as AAT – **D** (A/I)

### Your experience:

- Previous finance operations experience – **E** (A/I)
- Experience in the use of accounting software systems – **D** (A/I)
- Experience of working in a data-driven environment – **D** (A/I)

### Your skills/abilities:

- Excellent communication skills, both written and verbal – **E** (A/I/E)
- Highly numerate, with good organisational and administrative skills and the ability to use initiative – **E** (A/I/E)
- Confidence in the use of MS Office with well-developed skills in Excel – **E** (A/I/E)
- Excellent attention to detail, with the ability to work to deadlines and under pressure – **E** (A/I/E/R)
- Able to work effectively, both unsupervised and collaboratively as part of a wider team – **E** (A/I/R)
- Able to work with discretion at all times – **E** (A/I/R)

### Your personal qualities:

- A clear commitment to the Christian faith and agreement with the Evangelical Alliance's Basis of faith and Ethos statement – **E** (A/I)
- Able to identify and be committed to the vision and mission of the Evangelical Alliance and to reflect our values – **E** (A/I)
- Regular commitment to and participation in the life of a local evangelical church and an ongoing commitment to personal Christian discipleship – **E** (A/I/R)
- Self-motivated and hard working – **E** (A/I)

- Relational, with the ability to interact confidently, courteously and effectively with a wide range of people – **E (A/I)**
- Flexible and willing to be involved in a range of tasks – **E (A/I)**
- Willingness to work occasionally outside of normal working hours – **E (A/I)**

You will be comfortable sharing about Jesus and your relationship with Him and applying your faith to your areas of expertise. You will be expected on occasion to lead prayer times and to pray with others for the organisation's work.

March 2026

# ANNUAL REPORT SNAPSHOT 2024-25

**“I have given them the glory that you gave me, that they may be one as we are one – I in them and you in me – so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me.”**

John 17:22–23



**T**he Lord has shown us such grace and favour this year. Firstly, I want to say a huge welcome to the more than 5,500 personal members who joined the Evangelical Alliance this year. To all our members, almost 27,000 of you, thank you! We are profoundly grateful that you stand with us.

As the UK prepared for a general election, we published our *Thinking faithfully about politics* research, designed to help Christians put their faith at the heart of how they engage with politics, and to help policymakers and the media to better understand evangelicals. Following the election, we continued to be a voice speaking up in government. Our members have united on important issues, spanning from the beginning to the end of life, in prayer and in action.

This year we released several new resources to equip our members to lead with confidence and compassion in challenging times, including the

*Relationships Matter* course on the Bible, sexuality and same-sex relationships; *In Crisis* videos for church and organisation leaders; and *Visions of Justice and Hope*, a small group resource designed to facilitate conversations on racial justice. It has been a privilege to meet with hundreds of church leaders individually to support and encourage them too.

As we look ahead, I am reminded of the words Jesus prayed for His followers in John 17, which have always been foundational to the work of the Evangelical Alliance throughout our history, “that they may be one as we are one – I in them and you in me – so that they may be brought to complete unity. Then the world will know that you sent me.” Be assured I’m praying for you all as we seek to make Jesus known together.

Every blessing,

**Gavin Calver**  
CEO

# A year of making Jesus known together



## June

Hosted an online gathering to unite in prayer for the UK before the general election.



## August

Accepted 45 emerging leaders onto our Public Leader programme.

## October

Held gatherings for church leaders in Crawley, Eastbourne, Brighton, Portsmouth, Southampton and Bournemouth.

## May

Published *Thinking faithfully about politics* and other resources to help Christians live out their faith ahead of the general election.

**170**  
TV, radio  
and podcast  
appearances

## September

Held South Asian Forum leaders gathering, exploring how we can better understand other cultures and South Asian religions.



One of  
**15**  
resources  
produced  
this year





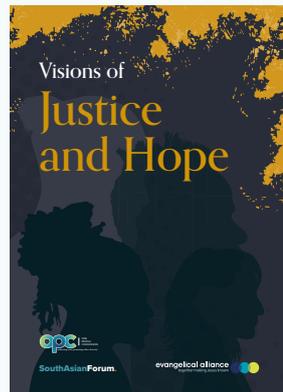
Hosted or co-hosted  
**92**  
 in-person and  
**59**  
 online events  
 this year

### October

Published Three ways to pray for church leaders on our website, which has been visited over 2,000 times.

### December

Launched *Visions of Justice and Hope*, a new small group study guide offering an insightful journey into racial justice.



### March

Partnered with Hope Together to explore how we can share the Easter story with toddlers at our online Talking Toddlers event and to discuss evangelism in our online Perspective conversation on pioneering for everyone.



Around  
**400**  
 speaking  
 engagements  
 this year

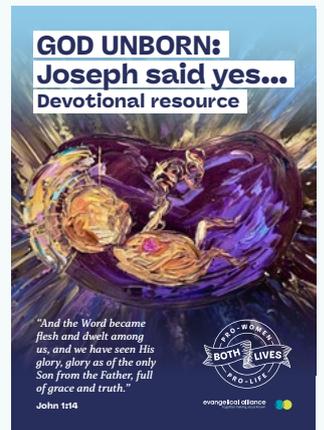
### November

Co-hosted the livestreamed gathering for the International Day of Prayer for the Persecuted Church.

Supported a letter signed by more than 1,200 church and Christian leaders opposing the assisted suicide bill.

### January

Released the third instalment in our *God Unborn* series, *Joseph said yes*.



Around  
**1,000**  
 one-to-one meetings  
 with church and  
 organisation  
 leaders



Engaged with  
**25+**  
 politicians  
 on issues that  
 matter to our  
 members

# Financial review

“Rejoice always, pray continually, give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”

1 Thessalonians 5:16–18

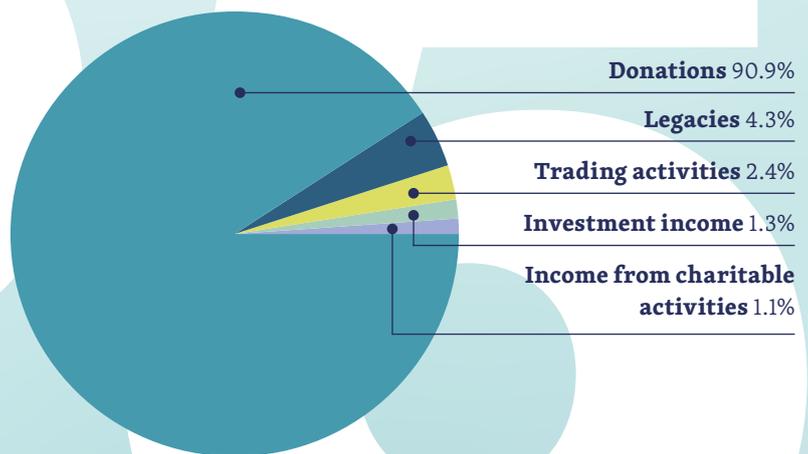
## INCOME

£3,004,210\*

up from £2,900,520 last year\*

We are so thankful to God for a good year in terms of overall income growth. This is largely thanks to our rising membership numbers, particularly among individuals. We are also grateful for the 12% increase in income from the various charitable trusts who partnered with us during the year.

\*Includes gains on investment of £790 (2024: £926)



## EXPENDITURE

£3,271,252

up from £2,931,152 last year

Unity and mission initiatives 39.6%

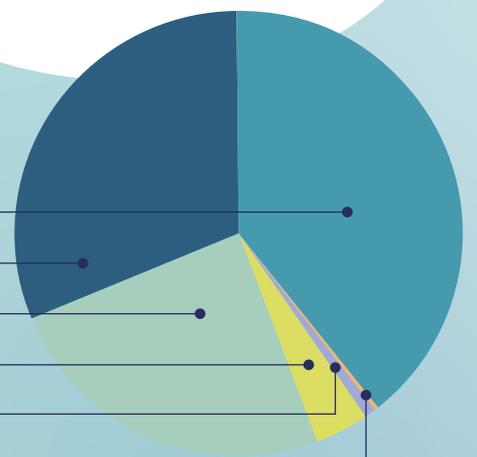
Communications and membership 31.0%

Advocacy initiatives 24.5%

Fundraising and publicity 4.0%

Income generation 0.8%

Property and IT projects 0.1%



Expenditure during the year has increased across our charitable activities and in line with our strategic objectives. The continuing increase in membership numbers has inevitably generated increased costs to support that membership, although the overall percentage of costs for this department has not increased.

# Terms & conditions and how to apply



<b>Location:</b>	King's Cross, London N1 (with the benefit of a hybrid working policy)
<b>Salary range:</b>	£30,300–£33,500 pa
<b>Hours:</b>	Full-time, 35 hours (5 days) per week
<b>Contract type:</b>	Permanent
<b>Closing date:</b>	9am, Wednesday 8 April 2026
<b>Interviews:</b>	Likely to be week commencing 13 April 2026

To apply, either download the [application form](#) and email it to [hr@eauk.org](mailto:hr@eauk.org) or complete the [online form](#).

For an informal conversation about this role, please email [hr@eauk.org](mailto:hr@eauk.org) and we will arrange for someone to speak with you.

All applicants must be committed to the [Basis of faith](#), [Ethos statement](#) and [vision and mission](#) of the Evangelical Alliance.

Please read our [privacy notice](#) for details of our use of your information.

Previous applicants need not apply.

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