

The image features two women smiling. The woman on the right is wearing a white t-shirt with a 'HOPE ACTION' logo. The background consists of overlapping red, teal, and orange curved shapes.

HOPE^{into} ACTION

Enabling churches to house the homeless

Finance Manager Hybrid, Peterborough Information pack

Introduction from our CEO



Dear Applicant,

Thanks for your interest in working for Hope into Action.

Homelessness is a tragic reality for thousands of people across the UK. It is a complex problem caused by different types of poverty coming together: a poverty of resources, relationships and identity.

Hope into Action was formed 15 years ago by Ed Walker MBE, who used his own money to buy our first house in Peterborough for people who were homeless. He did this in the belief that the Church can do something unique to respond to the homelessness crisis. And from this seed, Hope into Action has grown to a network of over 130 houses in 37 locations across the UK, all partnered with a local church.

We empower churches to end homelessness by responding to all three forms of poverty. To provide the *resource* of a house. To offer *relationships* of friendship and support. And to empower people who have been homeless to transform their *identity*.

And our employees and teams are absolutely critical to delivering our mission. If you want a job where you can put your Christian faith into action to end homelessness, then Hope into Action is a great place to be working.

All the best and God bless,

A handwritten signature in black ink, which appears to read 'Jon Kuhrt'.

Jon Kuhrt, CEO

Our Christian Ethos

We often talk about combining both spiritual passion for following Jesus and professional excellence.

The Christian faith is at the heart of Hope into Action and is what motivates our staff and volunteers, our partner churches and the majority of our donors and investors.

We also want to hold high standards in everything we do, whether with tenants, churches, neighbours, donors, investors, local authorities or the many other external agencies we engage with. We want them to see and experience an organisation which is hallmarked by professionally excellent standards of work.



As a Christian homelessness charity, we believe every person is made in the image of God and deserves to be treated with dignity, compassion, and respect. Our mission is rooted in the love and teachings of Jesus Christ, who showed particular care for the poor, the marginalised, and the excluded.

We are committed to promoting equality, valuing diversity, and challenging injustice in all that we do. We serve individuals facing homelessness regardless of their race, ethnicity, gender, age, disability, sexual orientation, religion or belief, or background. We do not discriminate, and we strive to ensure that everyone who comes through our doors is welcomed, supported, and treated fairly.

Our Christian ethos motivates us to love and serve unconditionally, but we do not require those we help to share our beliefs. We and our church partners work alongside people of all faiths and none, united in a shared goal to restore dignity, hope, and opportunity to those experiencing homelessness.

We actively seek to create an inclusive and supportive environment for our staff, volunteers, and tenants alike. We are committed to continuous learning, listening, and improvement to ensure that our work reflects both our faith and our deep respect for the rich diversity of the communities we serve.



Our Values



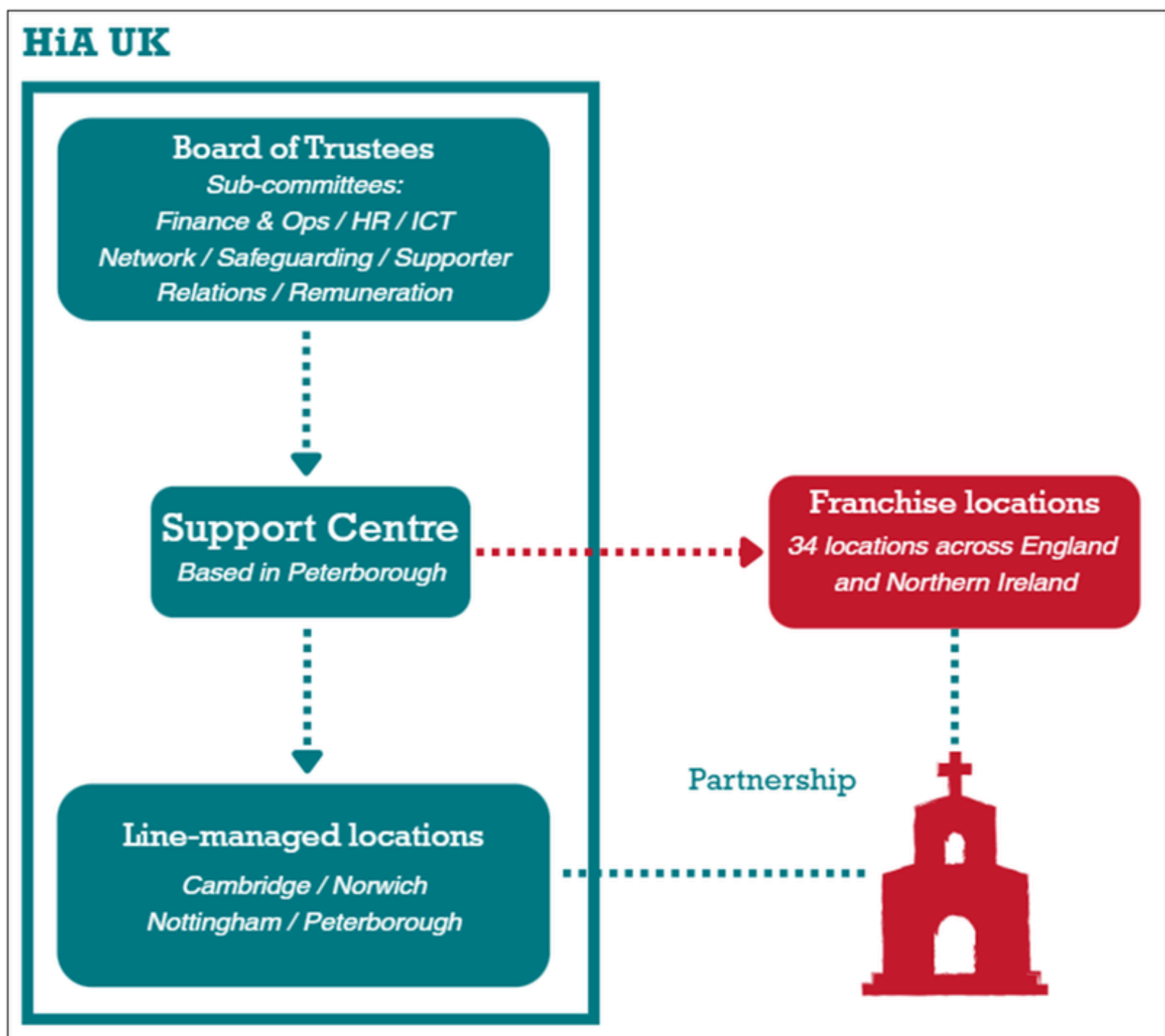
Read more about our values [here](#)

Our Model

Hope into Action works with churches in a partnership model, implemented in one of two ways, explained by the graphic below.

The line-managed location staff are employed by HiA UK who run the work directly.

The Franchise locations are separate charities and HIA UK is the franchisor. The franchisee is granted the licence to run the Hope into Action model working with churches local to their particular geographic area.



The Finance Manager Role

This role, reporting into the Head of Operations, is a critical one at Hope into Action where financial sustainability is a key element of our strategy, vital to our ongoing growth and success. Working with our Executive Team and managers to help drive efficiency and empower them with the management information they need to make good decisions is vital to this role. You will inspire and lead our Finance Team to ensure a consistent service is provided to Hope into Action UK and our network.

We are focused on professional excellence and spiritual passion. The first quality we look for in our staff, therefore, is a passion for the work we do. This needs to be matched by integrity and commitment to leading by our values. You will work closely with all other departments in the organisation, so an ability to build and maintain strong relationships in a rapidly growing and constantly changing organisation is essential. Handling conflict maturely is another important quality for us. As a leader you will be responsible for line-managing our Finance Team (currently 3 staff). You will oversee all aspects of the finance function (accounts payable, accounts receivable, bank reconciliations, cash forecasting, production of monthly management accounts) and annual budget preparation, along with having regular meetings with budget holders and compiling ad hoc reports for both the Executive Team and Trustees.

A deep commitment to the Christian faith is essential as is the ability to communicate the nuance of our faith-driven work sensitively, maturely and passionately. Whilst our office hours are 9am-5pm we support staff in their flexible working. For this role you will be expected to be in our Peterborough Support Centre Office at least 2 days per week with occasional travel to our other line managed cities in Cambridge, Norwich and Nottingham. Our office is located 5 minutes' walk from Peterborough railway station and with good parking facilities available.

We are committed to staff care and realise the importance of a good work-life balance. To help our staff perform to their best, we offer a range of benefits including generous leave allowance and occupational sick pay provision, retreat days and sabbatical leave, an employee assistance programme and a generous workplace pension, to name a few.

Do give me a call if you'd like to chat further about the role, how our model works or about our culture at Hope into Action. We would love to hear from you.



Mark Oldaker, Head of Operations



Employment Information

Job title	Finance Manager
Location	Hybrid, with 2 days in Peterborough
Contract type	Permanent
Hours of work	40 hours per week (full-time), including paid lunch breaks
Start date	March 2026
Reports to	Head of Operations
Responsible for	Two Finance Administrators (0.5 FTE and 0.6 FTE) and one volunteer (0.2 FTE)
Salary	£36,000 to £40,229 per annum (dependent on skills and experience)

Our Employee Benefits



25 days annual leave allowance plus 3 additional days for Christmas closure and bank holidays (pro rata for part-time staff)



Flexible working



Pension plan scheme - 8% employer contribution from day one



Generous occupational sick pay



Employee Assistance Programme including access to 24/7 virtual GP



Life Assurance Scheme membership from day one



Annual paid retreat days and sabbatical leave every 4 years



Free staff parking

Job Description

Position Overview

We are seeking an experienced Finance Manager to lead our financial operations and contribute to the mission of Hope into Action to empower churches to end homelessness. This role combines strategic financial leadership with hands-on operational management, ensuring robust financial controls while maintaining our Christian values and ethos.

Essential Job Functions

Financial Leadership and Strategy

- Oversee all financial operations, ensuring accuracy, compliance and best practices across the organisation
- Lead and develop the Finance Team, including line management of the Finance Administrators
- Have commercial awareness and give strategic financial guidance to senior leadership and trustees
- Ensure robust financial controls, policies, and procedures are in place and adhered to
- Lead annual budgeting processes
- Ensure compliance with charity accounting standards and regulatory requirements

Financial Reporting

- Prepare monthly management accounts with forecast within 10 working days
- Review of management accounts and partnering with budget holders, providing insight and challenge
- Oversee and prepare year end requirements for auditors
- Prepare other board papers as required
- Be innovative with reporting financial information to non-Finance staff and Trustees

Financial Operations Management

Oversee the day-to-day financial transactions and workflows, stepping in to keep things up to date when needed:

- Tenant finance management through EMPOWER system (rent collection, Housing Benefit processing, weekly invoicing/bursary processes)
- Accounts payable and payment run creation (BACS, Zempler cards, AutoEntry workflows)
- Accounts receivable and credit control
- Bank reconciliations and cash management
- Direct Debit arrangements for Council Tax and utilities
- Management of Finance inbox queries

Spiritual Leadership

- Ensure the organisation retains a strong Christian ethos, culture and practices throughout, with a strong emphasis on prayer and a Biblical basis for decision and policies.
- Devote specific time to pray for the organisation and plan regular personal retreats.
- Uphold our values and lead from them. Use them to help guide support for others across the Hope into Action network.

Other Areas

- Oversight of Gift Aid claims and six monthly Investor Statements (with support from Finance Volunteer)
- Identify training opportunities for yourself
- Be a proactive ambassador for the work of Hope into Action

Core Competencies

1. Commitment	Dedication to HiA's mission to address homelessness, shows initiative to grow our work, deepen our impact and share our message.
2. Professionalism	Maintains high standards of conduct, responsive to enquiries, accountable, shows initiative, able to use core IT packages and keeps on top of administration.
3. Spiritual Passion	Personally committed to HiA's Christian ethos, contributes to corporate prayer and is committed to the role of the church in our work.
4. Self-awareness	Acknowledges their own strengths and weaknesses and is committed to personal development.
5. Teamwork	Manages relationships well, understands others well and is 'people smart', appreciates diversity and the contribution of others.
6. Communication	Communicates well verbally and in writing with tenants, colleagues and external agencies and contractors. Is able to have 'courageous conversations' when required.
7. Project Management	Plans and implements projects, able to coordinate different elements and follows through to ensure actions are completed.
8. People Management	Able to keep their team motivated, encouraged and focused on objectives. Able to challenge poor performance.

Person Specification

	ESSENTIAL	DESIRABLE	USEFUL
Experience (general)	<ul style="list-style-type: none"> · Strong Excel skills · Ability to see process improvement opportunities · Well organised and efficient. Able to prioritise and manage workload · Line-management experience 	<ul style="list-style-type: none"> · Confident with pivot tables · Experience of volunteer management 	<ul style="list-style-type: none"> · Project management skills
Finance Experience	<ul style="list-style-type: none"> · Part-qualified Accountant · Strong bookkeeping experience · Good understanding of finance experience · Good understanding of budget and financial reporting 	<ul style="list-style-type: none"> · Qualified Accountant · Experience of delivering month end analysis reports · Forecasting and cashflow experience 	<ul style="list-style-type: none"> · Experience of reporting to Executive Team and/or Trustees
Experience ICT	<ul style="list-style-type: none"> · Experience of Microsoft 365 and SharePoint · Broad experience of Finance and IT Systems 	<ul style="list-style-type: none"> · Good knowledge of SharePoint · Experience of Xero 	<ul style="list-style-type: none"> · Extensive experience of a range of finance packages
Skills/Abilities	<ul style="list-style-type: none"> · Strong organisational skills · Ability to lead and partake in prayer and worship or thanksgiving events. · Ability to develop effective working relationships with a range of partners, staff, investors · Strong attention to detail · Ability to work under pressure 	<ul style="list-style-type: none"> · Able to demonstrate excellent interpersonal and communication skills 	
Personal Qualities	<ul style="list-style-type: none"> · Approachable · Encouraging · Self-motivated · Problem solver, decision maker · Good team player 		

How to Apply

For an informal chat about the role, please contact:

Mark Oldaker, Head of Operations on 07933 780042
or at mark.oldaker@hopeintoaction.org.uk

Download our
application form
here

Please send completed application forms to mark.oldaker@hopeintoaction.org.uk

