

Walk Ministries

Job Profile – Finance & Tenancy Officer

Essential

- Experience in a finance, accounts or bookkeeping role.
- Strong understanding of financial administration and reconciliations.
- Experience using Sage 50 or similar accounting software.
- Experience preparing management information and financial reports.
- Knowledge of payroll administration processes.
- Excellent attention to detail and accuracy.
- Strong organisational and time management skills.
- Ability to prioritise workload and meet deadlines.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office, particularly Excel.
- Ability to work independently and as part of a team.
- An understanding of and commitment to supporting the Christian ethos, values and mission of Walk Ministries.

Desirable

- Experience working within the charity or not-for-profit sector.
- Experience of Housing Benefit administration or supported housing services.
- Understanding of restricted funding and grant reporting.
- Experience of preparing Gift Aid claims and grant financial returns.
- Knowledge of audit and compliance requirements within a charitable organisation.
- AAT Level 2,3 or 4 qualification (or working towards)
- Knowledge of Charity Commission accounting requirements and Charity Sorp
- Experience of supporting external audit processes and year end accounts.
- Active involvement in a local Christian church or fellowship.