



**We help Key Christian  
Workers to rent or buy an  
affordable home in London**

**Finance Administrator**

# About Mission Housing

The high property prices in England and Wales, even in some of the most deprived areas, can prevent key Christian workers from living in the communities they are seeking to serve. We help overcome this hurdle by providing shared ownerships and affordable tenancies to individuals, couples, families, churches and organisations. This is possible because of the generosity of individuals, churches, organisations and trusts who provide loans, enable us to rent their properties at below-market rates and donate properties to us.

We are currently supporting 122 shared owners and tenants (not including their children) in 64 shared ownership properties, 18 rental properties owned by Mission Housing and 7 rental properties managed by Mission Housing. Much of this is being made possible because people lend and donate money to us and allow us to let their properties at discounted rents.



Sam and Jen have been living and serving in Newham for almost a decade working with Crossway in Stratford. Sam works at Crossway as an Assistant Minister and they are both heavily involved in church life, focusing on families and children's ministry.

## Our values



### Faith driven

Our faith in God is what motivates us. We seek guidance from God in our decision-making and exercise faith in Him as we implement our actions. We are prayerful in all we do.



### Kingdom focused

We believe the kingdom of God is about the here and now. This shapes our understanding of holistic mission, our desire for people to encounter Jesus, and our longing to see individuals and communities transformed.



### Relational

We want to build meaningful relationships with those we support, and our lenders and donors. We recognise that we all have a unique role to play in God's mission – so we treat people as individuals. We are committed to working in partnerships with churches and Christian organisations.



### Good stewards

We desire to be generous in our support of key Christian workers. To do this we need to be wise with the resources God has entrusted to us. We ensure the necessary systems are in place for effective financial management and are committed to the principles of accountability and transparency.



### Striving for excellence

We do things well. We're not aiming to just be compliant – we endeavor to be a model of good practice. We are committed to high standards of housing for our shared owners and tenants.

# The Role

|                     |                                                                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position</b>     | Finance Administrator                                                                                                                     |
| <b>Hours</b>        | 3 days per week                                                                                                                           |
| <b>Contract</b>     | Permanent                                                                                                                                 |
| <b>Salary</b>       | £30,000 pro rata                                                                                                                          |
| <b>Pension</b>      | After three months you will be auto-enrolled into our pension scheme. This includes 5% employee contribution, 10% employer contribution.) |
| <b>Location</b>     | Office based (Lewisham), some homeworking negotiable following probation period                                                           |
| <b>Line manager</b> | Operations Manager                                                                                                                        |



## Role Purpose

The Finance Administrator is responsible for the administration of Mission Housing's financial systems, including all accounting, bookkeeping and banking services. Working closely with the wider team to ensure the smooth and efficient operation of the finance function. Also overseeing all communications of a financial nature with tenants, shared owners, lenders and donors.

This is a pivotal role within the organisation that ensures Mission Housing can function effectively and provide the core services that are at the heart of the organisations mission and purpose.

We use Sage as our accounting system.

No prior experience of property is needed as we will provide you with all the training you need.

## Role Description

### 1. Administration of Mission Housing's financial systems, including its accounting, bookkeeping and banking services

- Production of financial documents, reports and presentations when required, including monthly management accounts
- Control payment of invoices and preparation of payments
- Store electronic copies of receipts and invoices
- Management of all banking and accounting data into the SAGE accounting system, including the rent accounting system
- Reconciliation of accounting and banking records
- Assist in the production of financial statements, reports and correspondence as required, liaising with the CEO
- Preparation of all documents and financial records required for the annual audit, including Fixed Asset registers and Loan portfolios, liaising with the Mission Housing auditor
- Assist in annual budget preparation
- Monitor variances from projected budgets during Management Accounts preparation
- Keep a record of debtors and creditors and manage initial contact with any debtors
- Process payroll on Sage, initiate HMRC and pension payments
- Manage the submission of Gift Aid reports to HMRC

## **2. Lender management**

- Production and oversight of the documentation for new Loan Agreements administered via Panda Doc
- Manage all communication with lenders regarding their existing loan agreements and overall management of the loan portfolio
- Liaise with Campaigns Coordinator to set up a refinancing campaign if needed
- Update Salesforce with the details of new loan information, existing loan amendments and loan repayments
- Support lender engagement strategies
- Support the biannual meetings of the Loan Panel with appropriate reports and information

## **3. Other tasks**

- Support the annual schedule of visits to all Mission Housing properties, either solo or with another member of staff to undertake inventory and condition visits
- Manage the communication of the annual rent increase for tenants and shared owners
- Manage the administration of building insurance and service charges for all properties

## **4. Attitude and approach**

- Contribute to our collective promotion of Christian motivation and practice in our work and working relationships and contribute to a working environment of mutual Christian encouragement and growth.
- Work in recognition that when we honour Christ, we receive His blessing and bring glory to the Father, and that this should be our primary motivation rather than any material or personal gain.

### **Please note:**

This role would suit someone with no previous housing experience, or someone with several years of experience. We would adapt the role, and the training provided, accordingly.

## Person Specification

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                |
| <p>Good general standard of education including a minimum of English and Mathematics GCSE at grade A* - C or equivalent.</p> <p>Bookkeeping qualification at AAT Level 3 or equivalent (or higher). Alternatively, at least 5 years' experience in a similar role, demonstrating skills at this level.</p>                                                                                                                                                       |                                                                                |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                |
| <p>Experience in use of bookkeeping software such as Sage, Xero or equivalent</p> <p>Building relationships with customers / other organisations.</p> <p>Experience of working with databases and customer relationship management systems.</p>                                                                                                                                                                                                                  | <p>Experience in housing, charity, church or community-based work.</p>         |
| <b>Skills and knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                |
| <p>Strong organisational skills and attention to detail.</p> <p>Ability to follow instructions and processes.</p> <p>Strong interpersonal and communication skills.</p> <p>Friendly, approachable and people-focused.</p> <p>Able to handle sensitive and confidential information with care and professionalism.</p> <p>Ability to communicate clearly and consistently with a wide range of people.</p> <p>Able to work collaboratively and independently.</p> | <p>Highly competent IT skills including strong knowledge of Microsoft 365.</p> |
| <b>Character</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                |
| <p>Enjoy working as part of a team and takes responsibility for own work.</p> <p>Honest, reliable and committed to learning.</p> <p>Proactive and able to cope under pressure.</p> <p>Has an active Christian faith.</p> <p>Committed to the ethos, vision and mission of Mission Housing.</p>                                                                                                                                                                   |                                                                                |

## How to apply

For further information and to apply for this role please complete the application form and return by email to [bruce@missionhousing.org.uk](mailto:bruce@missionhousing.org.uk) or post to Mission Housing, 8 Belmont Hill, London, SE13 5BD.

The vacancy will close when a suitable candidate has been appointed. We are aiming for an October 2026 start.

To find out more information about Mission Housing, visit our website at [missionhousing.org.uk](https://missionhousing.org.uk). If you have any questions, please contact Bruce McGill, the Chief Executive, by email on [bruce@missionhousing.org.uk](mailto:bruce@missionhousing.org.uk) or phone on 020 8159 9087.