



<http://www.ceec.info/>

UK Registered Charity no. 1104514

FINANCE OFFICER - ROLE PROFILE – JUNE 2026

About CEEC

CEEC was first created by John Stott to provide a "collective" evangelical voice within the Church of England, was registered as a UK charity in December 1969 and incorporated in September 2003. CEEC has recently become a Charitable Incorporated Organisation (CIO).

CEEC exists to provide for the continuing need for an overarching group to which evangelical organisations, networks, institutions and churches can belong, based on common understanding of the Christian faith and its Anglican expression, and united by a common vision to promote and maintain orthodox evangelical theology, ethics and liturgy at the heart of the Church of England. DEFs (Diocesan Evangelical Fellowships) are the *de facto* representative bodies of CEEC in each diocese.

CEEC is particularly concerned to encourage:

- evangelism,
- bible-based and Christ-centred formation of discipleship,
- evangelical leadership within the Church of England, and
- evangelical unity within and outside Anglicanism.

CEEC is governed by a Council which comprises some 40 representatives from the College of Bishops, theological colleges, mission societies, General Synod, networks and local associations, all of whom have signed agreement with the Basis of Faith and its additional declarations. CEEC is also the representative body for EFAC, the Evangelical Fellowship in the Anglican Communion. The entire Council meets residentially once a year, and then the outworking and implementation of policy is delegated to a Working Group.

A fuller Vision for CEEC, as endorsed by the Council in October 2013, is attached as Annex A.

Recent developments

The Church of England is currently seeking to address challenges on many fronts, including decline, financial instability, safeguarding, gender, race and ethnicity, whilst its theology and practice continue to drift in a liberal direction. Specifically in terms of the Church's teaching on human sexuality, and the Living in Love and Faith initiative (sparked by the call for 'a radical new Christian inclusion in the Church' CEEC needs to remain vigilant to the ongoing drive for revisionism. This need is necessarily focusing much of CEEC's current work on this.

FINANCE OFFICER

Personal specification

There is a Genuine Occupational Recruitment that the post be held by aAn orthodox Anglican evangelical, able to sign the CEEC Basis of Faith (with additional declarations) (<http://www.ceec.info/basis-of-faith.html>), and who has the following skills and behaviours:

Knowledge, Skills and Behaviours	Evidence	Assessed how?	Essential/ Desirable
Have excellent written and verbal English skills	Able to identify appropriate content, technical detail and tone for the audience	Written exercise	E
Have strong knowledge and experience in book-keeping and financial administration, supported by relevant training if possible	Qualifications Interview qu exploring understanding of key process steps in core areas	CV/Interview	E
Possess good organisational, people and time management skills	Evidence of managing to deadlines, communicating with stakeholders	Interview	E
Pay excellent attention to detail	Identify cross-checks and working habits to catch and correct draft mistakes	Interview/ Written exercise	E
Be proactive and have the ability to plan and prioritise competing tasks to meet deadlines	Understanding of project management practicalities	Interview	E
Have high levels of professional integrity	Evidence of choosing to do the right thing rather than the easy thing	Interview / References	E
Have developed IT skills in relevant financial applications and typical office programs	Qualifications/experience	Interview	E
Knowledgeable of Church of England workings at national, diocesan and parish levels	Personal experience	CV, interview, references	D
Active member of local Anglican church	Personal experience	CV, Interview, references	D

Role and responsibilities

- To ensure that systems are in place for managing CEEC's finances and book-keeping by carefully implementing the established financial policies.
- To administer the Trust bank account, ensuring that all transactions are loaded onto our finance system in a timely manner for reconciliation on a monthly basis.
- To liaise with donors from CEEC's orthodox Anglican evangelical constituency, communicating clearly in line with our basis of faith, mission and purpose and administer the receipting of income, claiming Gift Aid, managing donor records and raising invoices.

- To administer expense claims, supplier invoices, payroll & pensions system and make payments through online banking.
- To run an efficient month end process and produce monthly management accounts for review by the Director/Treasurer and circulation to the Trustees incorporating appropriate information according to the needs of the recipients.
- To support the Treasurer in preparing the budget and analysing actuals to budget through the year.
- To pull together the year-end figures, posting year-end adjustments for prepayments and accruals as needed with the support of the Treasurer.
- To prepare an audit file and be the point person for independent examiners as they perform their review under the oversight and with the support of the Treasurer.
- To liaise with the Treasurer regarding financial queries arising.
- Requires use of accounting software, CRM systems and various other donation and financial administration systems.

The role will work alongside the Treasurer, who will be responsible for:

- Providing oversight of the book-keeping and CEEC's financial position.
- Assisting the Finance Officer with financial queries and processes.
- Supporting the Finance Officer with the annual independent examination, liaising with examiners as necessary.
- Producing a monthly budget to actual report for review by the Trustees.
- Approving payments on online banking in line with financial management policy.
- Preparing the budget and financial report for approval by Council annually in January.

Accountability

The Finance Officer is part of a team comprising the National Director and other staff who all report to him on a day-to-day basis. The National Director is line managed by the chair of the working group and accountable to the trustees. The staff team engage in acts of collective Christian worship on a weekly basis online or in person, participation in which is part of the working culture of the charity.

Remuneration and terms

It is anticipated that the role of Finance Officer will part-time, in the order of 2 days per week (0.4 FTE)

- Salary (full-time equivalent): £37,410 + pension contributions (subject to negotiation)
- Holiday entitlement: 5 weeks holiday per annum, plus public holidays.
- Reasonable travel and working expenses reimbursed upon presentation of receipts.
- It is preferred that you have a current full driving licence and access to a car (for attendance at team meetings and other events held at stations not easily accessible by public transport).
- The appointment is subject to Enhanced DBS and safeguarding confirmations.
- There is a 3 month probationary period.
- Termination: three months' notice in writing by either party.
- Performance of all staff members will be subject to formal review on an annual basis.

Application process

Applications must include:

- a full *curriculum vitae*;

- a letter of application which articulates how your skills, experience, qualifications, and personal attributes meet the criteria set out in the role description and person specification. Where possible, support your statements with specific examples of responsibilities undertaken, achievements delivered, and outcomes achieved.
- the names and contact details of three referees, who may be contacted after shortlisting and prior to interview. It is preferred that one of these is from the incumbent of the church at which you worship, and another of a professional nature.

Applications should be sent by email to the National Director, John Dunnett at johndunnett@ceec.info

Shortlisted candidates will be interviewed by a panel drawn from the trustees and Working Group of CEEC.

The CEEC reserves the right to amend these terms at any stage of the appointment process.

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A vision for CEEC (endorsed October 2013 meeting).

(A) In order for mission and evangelism to flourish CEEC should encourage and equip evangelicals in the Church of England to keep mission and evangelism as a permanent priority. To enable this, CEEC will plan:

- To facilitate national conferences/gatherings on mission / evangelism in order to share good practice and celebrate success
- To promote church planting
- To provide a forum for discussion of 'thorny' issues relating to matters such as church planting
- To defend and advocate an apologetic for conversionism
- To cooperate with EA and other national networks wherever possible
- To participate in public square debate and the challenge of culture(s)
- To challenge the evangelical constituency to retain a focus on mission and evangelism as a 'permanent priority'
- To help evangelicals pursue evangelism as part of a commitment to the church
- To help evangelicals keep an international/ global perspective on mission/evangelism

(B) In order for mission and evangelism to flourish CEEC will facilitate Biblical teaching and equipping. Our 'dream' here would include some/all of the following:

- To commission resources (papers or YouTube videos) on live issues facing local church leaders
- To promote resources from within the evangelical constituency across the whole constituency
- To offer local church leaders a response to key church reports
- To facilitate the establishment of working/study groups on key issues
- To circulate good reading/resource lists for different audiences (clergy, lay leaders and general evangelical population)
- To facilitate 'road show' evenings around the regions/dioceses re relevant issues
- To help evangelicals understand and celebrate their unity / identity

(C) In order for mission and evangelism to flourish CEEC will advocate the presence and engagement of evangelicals in the structures and life of the Church of England. We dream of some of/more than the following:

- Development of an evangelical talent pipeline for appointment to posts of archdeacons/deans/bishops
- Help / support the nomination of leading evangelicals within dioceses for episcopal consideration
- The coaching and mentoring of evangelical leaders for wider ministry in the Church of England
- Galvanise evangelicals in local churches to elect evangelicals for deanery, diocesan and General Synod
- To catalyse diocesan and national meetings between evangelical leaders and bishops
- To resource evangelicals in dioceses prior to and during vacancy in See.

(D) In order for mission and evangelism to flourish CEEC will promote and pursue unity amongst evangelicals. In practice this might require CEEC to:

- Facilitate gatherings of evangelical leaders in regions/dioceses
- Encourage more interchange amongst existing networks (pulpit swops, prayer for each other, inviting to leadership meetings)
- Galvanise national prayer around evangelical concerns
- To develop a strategy for offering both visible and informal support for evangelicals experiencing discrimination and/or opposition from church or other sources
- To prepare a strategy of support for evangelicals who feel forced out of the Church of England
- To be a link with EFAC
- To provide a forum for the resolution of debate/disagreement within the Evangelical constituency