



Quakers in London Finance Assistant Application Pack

Introduction

Are you an organised financial administrator looking for a role in a dynamic, values-based charity?

Across the city, around 1,500 Quakers meet in local communities for worship, fellowship, witness and learning. These 34 communities, known as Local Meetings, are at the heart of Quaker life in London. At present, the charity and governance structures that support this work are spread across seven Area Meeting charities and the London Quakers Property Trust (LQPT) which holds and manages Quaker properties throughout London.

Following several years of consultation, discernment and planning, these organisations are coming together into a single charity supporting Quaker life across London, called Quakers in London (QiL) by the end of 2026. This new charity will be responsible for governance, operations, property, communications, and the practical support of Quaker communities across the city.

We are seeking a Finance Assistant to work alongside the Senior Finance Manager as this merger takes place and to support its ongoing operations. As the Finance Assistant, you will be responsible for the day-to-day financial processing and reporting for QiL, supporting both centrally managed and locally managed Local Meetings. You will be an integral part of the finance team.

You do not need to be a Quaker, or to have previous experience of Quaker structures, to apply. But you will need to be able to work within a values-led organisation, and to relate well to a wide range of people, most of whom are working in volunteer roles alongside the small staff team..

We hope the information in this pack will give you a good sense of the role and its requirements. Thank you for your interest, and for taking the time to consider whether you might be part of this new chapter.

In Friendship,

A handwritten signature in black ink, appearing to read 'Caroline Nursey', with a stylized flourish at the end.

Caroline Nursey
Clerk to LQPT Trustees

About us

About Quakers

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid-17th century with no separate priesthood and a form of worship based in silence. Early on, it developed a system to make and record decisions as a community known as the Quaker business method.

Quakers have been committed to peace, equality, simplicity and integrity throughout history, and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage. You can read more about the story of Quakers at www.quaker.org.uk/intro-quakers.

About Quakers in London and London Quakers Property Trust

Quaker communities across Britain are organised at three levels: Local Meetings, Area Meetings, and Yearly Meeting. You can read more about our structures [here](#).

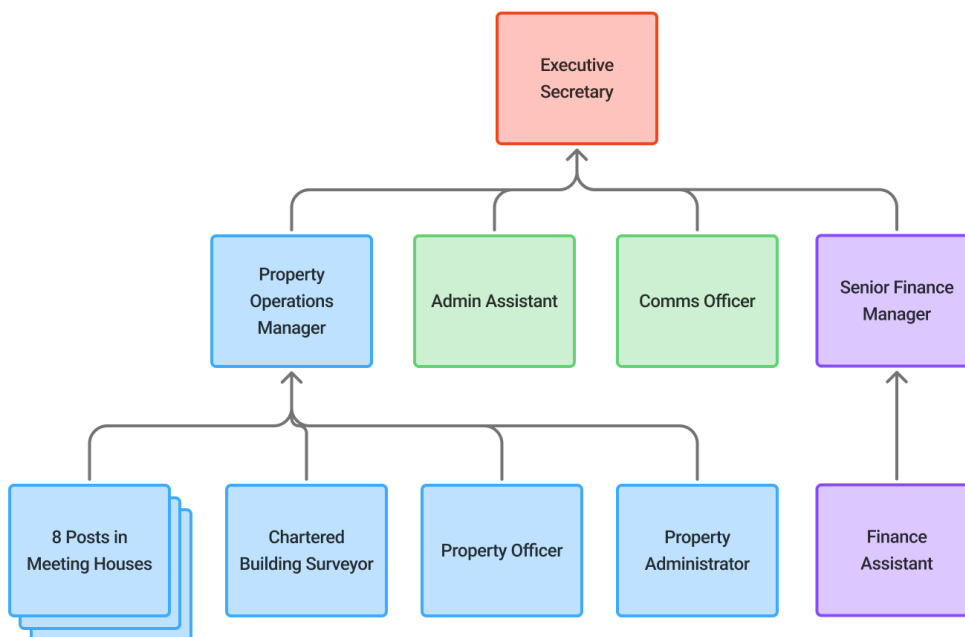
- **Quakers in Britain (or Britain Yearly Meeting) is the national charity** that supports Quaker communities across England, Scotland and Wales, helps coordinate national work, and provides the wider framework within which Area Meetings and Local Meetings operate. You can read about Quakers in Britain [here](#). The ultimate decision making body is 'Yearly Meeting' in session when any Quaker in membership (and others with permission) gather together including online.
- **Local Meetings are the local Quaker worshipping communities**, where Quakers gather regularly for worship, fellowship, and shared activity. Think of this as your local "church" - the place you go every week to worship.
- **Area Meetings are the charitable and governance bodies that support and connect Local Meetings in a particular region and include all the local meetings in that area.** They are responsible for key matters of governance, membership, and oversight.

In London, there are currently seven Area Meetings and 34 Local Meetings. London is unusual in that Area Meetings do not directly own the Meeting Houses that Quakers meet in. Until now, this has been managed by a separate charity, London Quakers Property Trust (LQPT) established in the seventeenth century to pool funds and manage meeting houses and other Quaker properties across London. Currently, LQPT is responsible for twenty eight meeting houses and a small number of investment properties.

By the end of 2026, London Quakers Property Trust and the seven Area Meeting Charities will merge to become a single charitable entity: Quakers in London.

Quakers in London Area Meeting - open to all London Quakers - is expected to meet six times each year to make top level decisions as well as for worship, fellowship and learning. However, much will be delegated to the trustee body and its subcommittees supported by the QiL staff team or to one of the AM's direct committees.

The Quakers in London staff team will have approximately 11.5 FTE (several of them part time) paid members of staff at full-strength of whom 4.5 FTE - spread over eight people - are based in meeting houses looking after the local building.



About this post

Job purpose

The Finance Assistant will report to the Senior Finance Manager and is responsible for the day-to-day financial processing and reporting for QIL, supporting both centrally-managed and locally-managed Local Meetings (LMs). The postholder ensures accurate and timely financial operations, supports committees and volunteers, and works as an integral part of the finance team.

Key responsibilities

Financial Processing & Payments

- Process invoices for property and LM activities where finances are handled centrally.
- Process and reconcile expense claims for volunteers and staff.
- Follow up on debtors in collaboration with the Property Administrator.
- Make utility payments for Meeting Houses and payments to cleaners, gardeners, and other service providers.
- Process payments on behalf of Area Meeting (AM) centrally, its committees and staff.
- Prepare monthly payroll, including enrollment of all new staff, and ensure timely submission of statutory returns to HMRC and Nest Pension
- Data entry into Quickbooks (or other finance system) carrying out reconciliations as instructed by the Senior Finance Manager
- Process gift aid claims.

Reporting & Reconciliation

- Collate quarterly expenditure information for each Meeting House and produce detailed reports for the Property Team, Senior Finance Manager, and QIL Trustees Property Committee.
- Prepare and share quarterly reports with Local Meeting premises committees, showing income from hirings, local expenditure, and costs for each Meeting House.
- Produce ad-hoc financial reports as requested by the Senior Finance Manager to support committees and trustees.

Support & Liaison

- Respond to routine queries from LM treasurers who are managing their own finances.
- Support the Senior Finance Manager in contract management and all other finance-related tasks.
- As agreed with the Senior Finance Manager, liaise with banks to provide annual updates on trustees and authorised signatories, report governance changes, and submit change-of-signatory documentation as required.
- Work with the Hirings & Property Officer to coordinate processes and provide cover during periods of absence.

Person specification

Essential

- Experience in financial administration, bookkeeping, or accounts processing.
- Excellent attention to detail and organisational skills.
- Strong numerical and IT skills, including proficiency with spreadsheets and finance systems.
- Effective communicator with the ability to explain financial matters to non-specialists.
- Ability to prioritise tasks and work to deadlines.
- Willingness to work both independently and as part of a collaborative team.
- Commitment to, or respect for, Quaker values.

Desirable

- Experience working in the charity or faith sector.
- AAT qualification
- Familiarity with SORP, charity accounts, or similar regulatory frameworks.
- Experience supporting volunteers or community committees.
- Previous use of accounting software such as Xero, Sage, or QuickBooks.

Salary and benefits

Salary: £33,000–£35,000 per annum, depending on experience.

Location: The role is based in London, with hybrid working.

Hours of work

This is a full time role of 35 hours per week, including three days in the Central London office and two working remotely. The role will be on a continuing contract. The role may involve travel to meeting houses across London (expenses reimbursed per QiL policy).

Flexible working options

We are open to discussion about job share arrangements or other flexible working if compatible with the needs of QiL.

Holiday

25 days a year plus bank holidays.

Pension scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 5% of your salary.

Sick pay scheme

We have a generous sick pay scheme providing 4 months at full pay and 4 months at half pay from the first day of service.

Employee Assistance Programme

Quakers in London offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family friendly policies

Our family friendly policies include enhanced maternity pay (six weeks on full pay and a further 33 weeks on half pay), and paternity leave of 4 weeks on full pay, with similar arrangements for adoption.

How to apply

To apply, please email admin@quakersinlondon.org enclosing:

- A CV
- A personal statement (no more than 1 page of A4, size 11 font), explaining your interest in the role and how you meet the person specification.

Closing date: 28 June 2026 - midnight. All applications will be considered immediately after the application date.

Interviews: 8 July (online); 14 July (in-person in Central London)

The interview process

We hope that the interview process will give candidates a fair opportunity to demonstrate their skills and learn more about Quakers in London.

The selection process will include three stages:

- 1. CV and personal statement screening:** Applications will be reviewed against the person specification. Shortlisted candidates will be invited to the next stage.
- 2. Online financial exercise:** shortlisted candidates will be invited to complete an online financial exercise to assess their suitability for the role.
- 3. Face to Face interviews:** Candidates progressing to the final stage will be invited to an in person interview in Central London.

The in person interviews will be conducted by Loveday Shewell (LQPT Treasurer), Linda Craig (London Development Group (LDG) Finance Consultant), Louise Murch (LQPT staffing committee & Local Meeting Treasurer) and the incoming Senior Finance Manager if appointed in time.

LQPT and Quakers in London are committed to equality in all our employment practices.

Our values

How we act as Quakers goes together with what we believe.

Quakers don't have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values 'testimonies'. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another. These are not set in stone: they arise from our experience of Quaker faith

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It's not always easy to live this way, but as Quakers we encourage each other to keep trying.

Equality and justice: Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th Century, for marriage equality in the 21st, and for a range of things in between.

Peace: Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

Truth and integrity: Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

Simplicity and sustainability: Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of worship together.

The process of living out our faith is often called Quaker Witness – you can find out more about Quaker work by listening to our podcast: www.quaker.org.uk/our-work/podcast