



Quakers in London Senior Finance Manager Application Pack

Introduction

Can you lead on financial management as eight Quaker charities in London merge?

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.

By the end of 2026, that will change.

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). This new charity will be an Area Meeting within the Quaker structure. Its merged assets will be c £41m and its annual turnover around £2.7m. Its role will be to develop and maintain a community of London Quakers, providing worship, mutual support, administration, learning, deliberation and social life. It will be responsible for governance, operations, property, communications, and the practical support of Quaker communities across the city.

We are seeking a Senior Finance Manager to support the merger, and - as a key member of the Management Team - ensure QiL's success.

As Senior Finance Manager, you will ensure regulatory compliance, support strategic decision-making, provide professional oversight of income, expenditure and investments, advise trustees and support the long-term sustainability of QiL and the effective functioning of Local Meetings (LMs).

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, use Quaker methods of decision making effectively, relate well to a wide range of people, and lead with integrity, care and sound judgement alongside those appointed to volunteer roles.

We hope the information in this pack will give you a sense of both the opportunity and the responsibility of the role. 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', written in a cursive style.

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.

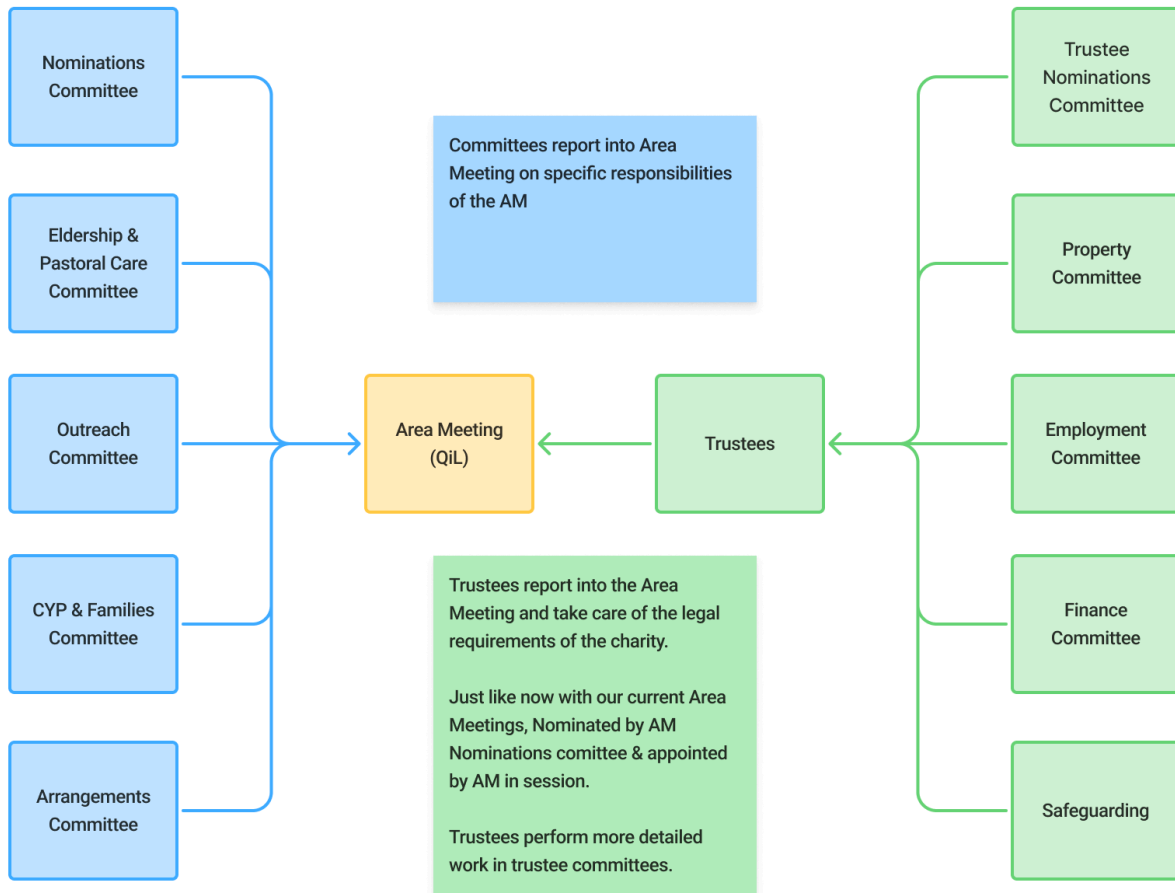
By the end of 2026, London Quakers Property Trust and the seven Area Meeting Charities will merge to become a single charitable entity: Quakers in London.

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 diagram below sets out the expected structure although the precise configuration of committees is still being considered.

Future Structure for Quakers in London

Showing Lines of Accountability



The staff team of the new charity will have five core responsibilities:

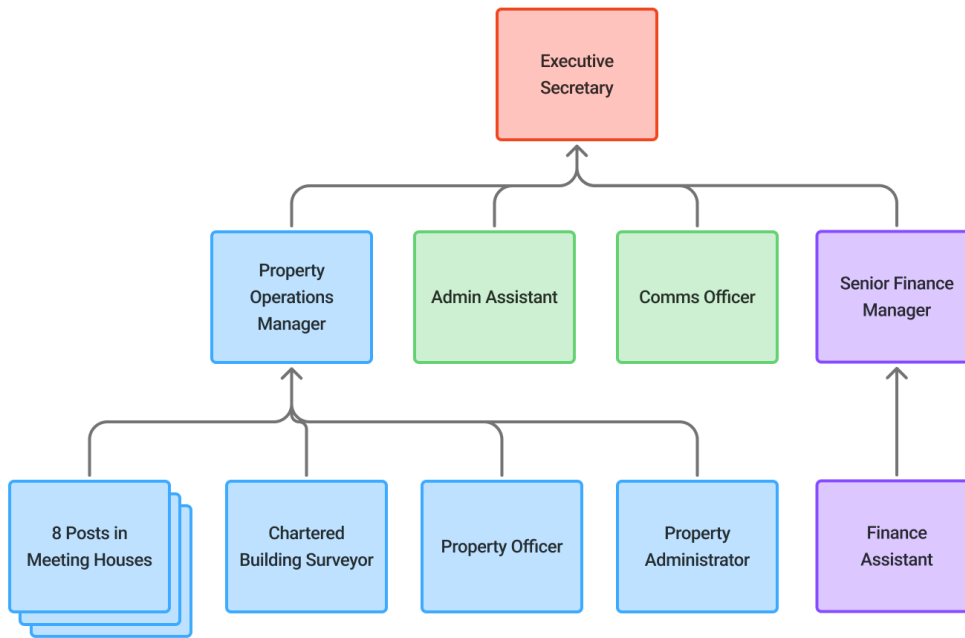
- Property and resources: overseeing the stewardship and effective use of Quaker property in London
- Governance and trustee support: supporting trustees, committees, and decision-making processes
- Operations and administration: ensuring the organisation runs effectively on a day-to-day basis
- Communications and outreach: supporting communication within the Quaker community and beyond

- Support for Quaker communities and events: enabling Local Meetings, Area Meeting activity, and the wider life of Quakers in London

Establishing Quakers in London is intended to simplify existing structures, strengthen connections across the city, and provide a strong foundation for Quaker worship, community, and witness in London for years to come.

Quakers in London Structures

The Senior Finance Manager will report to the Executive Secretary, and will have one direct report: the Finance Assistant. Quakers in London 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 Senior Finance Manager is responsible for all aspects of financial management for QiL, ensuring regulatory compliance, supporting strategic decision-making and providing professional oversight of income, expenditure and investments. The postholder leads financial planning, reporting, controls and innovations to support the long-term sustainability of QiL and the effective functioning of Local Meetings.

Key responsibilities

Financial Management & Reporting

- Prepare annual statutory accounts for QiL, consolidating the accounts from constituent LMs that manage their own finances.
- Manage the external audit process and oversee production of Trustee Annual Report and Accounts (TARA) to ensure timely submission by trustees.
- Produce prompt, accurate budgets, forecasts and financial reports for trustees, committees, and the Area Meeting (AM).
- Ensure that gift aid is collected regularly for all donations.
- Manage the renewal of insurance and progression of any claims.
- Procure and manage the contract with Utility Aid, including utility contracts in various MHs but particularly on investment properties.
- Ensure that Charity Commission and Company's house information, as well as bank mandates, are updated as necessary.
- Monitor the functioning of the IT system and records, engaging an external IT consultant as required.

Strategic Planning

- Prepare long-term financial plans and undertake financial analysis and modelling to support the Executive Secretary and trustees in ensuring QiL's financial sustainability.

Governance & Committee Support

- Act as Secretary to the Trustees' Finance Committee, preparing meeting papers and ensuring timely circulation of agendas and minutes.
- Support the Property Committee and other relevant committees on financial matters.
- Work with the Treasurer and Finance Committee to ensure investments align with Quaker values and support sustainable income.

Local Meeting (LM) & Volunteer Support

- Support and challenge treasurers of LMs who manage their finances locally, including annual examination of LM accounts and preparation for consolidation into QiL accounts prior to external audit.
- Develop and improve finance systems across QiL to streamline information sharing and reduce workload for volunteers.
- Prepare and maintain a register of meeting house employees and tenants across the LQPT region, as well as relevant contractual documentation

Contract & Line Management

- Manage contracts in line with QiL policy and legal requirements.
- Line manage the Finance Assistant, providing leadership, guidance, and support.
- Ensure that suitable arrangements are in place for internal or external payroll and payment of pension contributions.

Organisational Leadership

- Serve as part of the QiL management team and contribute to cross-team strategy and planning.
- Deputise for the Executive Secretary as required.

Person specification

Essential

- Qualified (ACCA, ACA, CIMA or equivalent) with strong financial management experience, ideally in the charity or non-profit sector.
- Significant Senior financial management experience.
- Proven experience preparing statutory accounts and managing external audits.
- Demonstrable strategic planning and financial analysis skills.
- Strong organisational, IT, and communication skills.
- Good team working skills.
- Very good communication skills, possessing a confident and friendly manner with a range of contacts.
- Experience of supporting or working with committees or trustees.
- Extensive experience of working flexibly (relating to the financial year demands and attending evening and weekend meetings as required).
- Ability to explain financial concepts to non-specialists and support volunteers.
- Experience of managing staff or volunteers.
- Commitment to, or respect for, Quaker values.

Desirable

- Experience with investment management from a values-based/income generation perspective.
- Knowledge of charity accounting, SORP, and regulatory requirements.
- Experience supporting financial operations across multiple entities or consolidating group accounts.
- Experience developing and improving finance systems.

Salary and benefits

Salary: £50,000–£65,000 per annum, depending on experience.

Location: The role is based in London, with hybrid working. The expectation is that the postholder will work two or three days in the office (if full time).

Hours of work

This is a full time role of 35 hours per week, although we would consider applicants preferring to work 0.8 FTE. The role will be on a continuing contract. Occasional evening and weekend working will be required to support Quakers in London events and trustee meetings, for which time off in lieu will be provided. The role will also require occasional travel to Local Meetings across London.

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 four weeks on full pay, with similar arrangements for adoption.

How to apply

If you have any questions or would like to have an informal conversation, please contact Caroline Nursey, clerk to trustees, at LQPTclerks@quakerinlondon.org

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

Interviews: 2 July (in central London); 7 July (online)

The interview process

We hope that the interview process will give candidates a fair opportunity to demonstrate their experience, judgement, and approach to leadership 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. Main assessment stage:** shortlisted candidates will be invited to an in-person assessment stage at the LQPT London offices (Friends' House, Euston). This will include:
 - a. A pre-prepared presentation, and;
 - b. An interview

- 3. Final online interview:** candidates progressing to the final stage will be invited to a final interview conducted online.

Various stages of the Interviews will be conducted by Loveday Shewell (LQPT Treasurer), Linda Craig (London Development Group (LDG) Finance Consultant), Richard Martin (member of LDG Finance sub-group, LQPT trustee, and former treasurer), and the incoming Executive Secretary of QiL.

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