6 Trust Court, Histon, Cambridge CB24 9PW 01223
788288 | www.sim.co.uk

JOB DESCRIPTION

JOB TITLE:	Finance Lead
PLACE OF WORK:	6 Trust Court Histon Cambridge CB24 9PW
HOURS OF WORK:	0.8 FTE (30hrs per week)
HOLIDAY:	32 working days allowed annually. This includes all statutory Bank Holidays, Christmas Eve, and the 3 days between Christmas and New Year
SALARY:	To be discussed based on experience
PENSION:	Serving in Mission will include the employee in the charity's Defined Contribution Pension scheme and will contribute 8% of salary. (Under the government's auto-enrolment rules the employee must contribute at least 3% to be part of the scheme)
LIFE ASSURANCE:	£60,000 life cover is included in the package
REPORTS:	Operations Manager; Deputy Finance Director; Finance Administrator
Term:	**Permanent with 6 months probationary period**

ABOUT SERVING IN MISSION UK

Serving In Mission (SIM UK) is part of a global gospel community of mission members and partners co-operating in inter-cultural gospel ministry.

Our purpose is to make disciples of the Lord Jesus Christ by crossing barriers locally and globally to proclaim the crucified and risen Christ, expressing his love and compassion, working together with churches to fulfill Christ's commission in communities where he is least known.

We started 125 years ago as Soudan Interior Misson, but now send mission workers to every inhabited continent on earth. SIM international has more than 4,000 workers, serving in more than 75 countries.

There are three billion people who have never had the chance to hear the gospel message.

Serving In Mission has been growing steadily and has now relocated from Suffolk to Cambridge.

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ETHOS

Serving In Mission is a community of God's people committed to Biblical truth and convinced that no one should live and die without hearing the gospel. We therefore believe that God has called us to speak Christ's message and show Christ's love and compassion in communities where Jesus is the least known.

The contracted individual is therefore required:

- to have a personal knowledge of Jesus Christ as Lord.
- to lead in daily Christian prayer and Bible study meetings
- to sign their full agreement with the SIM Commitment Statement
- to have a belief that our powerful God loves to answer the prayers of his people and provides for the needs of his mission as we seek first his kingdom in obedience to everything Jesus taught.

PURPOSE OF THE ROLE & SUMMARY OF RESPONSIBILITIES

The Finance Lead (FL) serves to enable daily operations and strategic direction of the ministry towards accomplishing Serving In Mission's vision of working hand-in-hand with evangelical churches to send and receive equipped multi-cultural gospel workers in, to and from the UK and Ireland. Accountable for all aspects of financial stewardship and for the oversight of operational matters and and maintaining a governance framework which supports financial control and oversight and contributes to business strategy and planning.

The role requires a person of prayer, who is a gospel-motivated and action-driven professional; a self starter able to work with minimal supervision with good management and team building skills and business acumen.

The role requires expertise in:

1. Understanding and implementing charity regulations and governance and ensuring that operations and particularly finances are managed in in accordance with these.

2. Working with teams to deliver and report on projects and operations in a timely and effective way whilst keeping within budgets agreed by the Board.

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KEY RESPONSIBILITIES & CORE DUTIES/TASKS:

He/she will work with the Executive Team to manage and oversee all financial management, planning, reporting and governance activities. This includes, but may not be limited to, the following.

- Overseeing the day-to-day operations of the organisation, with direct responsibility for finance, facilities and IT
- Serving on the Leadership Team with specific focus on the financial direction of the charity and advancing the core business of the organsation through the delivery of the Serving In Mission strategic plan
- Provide leadership to ensure financial, facilities and IT resources are used to support the highest standards of safety, quality and governance and represent value for money
- Oversee and coordinate preparation and delivery of an annual operations plan, Serving In Mission budget, which includes, overseeing and managing the resources authorised by the Trustees of Serving In Mission for the implementation of the Serving In Mission Strategic Plan.

Specific responsibilities include, but may not be limited to, the following.

- Financial and Operations Management
  - Developing and administrating financial and business plans
  - Developing and implementing financial and accounting policies and practices
  - Ensuring financial and operational effectiveness and alignment of all policies and operations
  - Designing and implementing sound financial and operational internal controls for departments under management and managing the control and risk environment appropriately
  - Regularly reviewing the internal financial controls environment to ensure compliance with accounting practices, policies and procedures including the Charity Commission regulations
  - Leading, coordinating, and advising the Board in its role of implementing strategic, financial and operational plans
  - Cash flow forecasting, authorizing supplier payments, staff expense claims, and payrolls, and other day to day financial and accounting activities as are necessary
  - Preparing the annual budget and financial statements
  - Safeguarding of company assets and equipment
  - In conjunction with the Director and Executive Team oversee and coordinate preparation and delivery of annual operations plans, which includes, overseeing and managing the resources authorised by the Board for the implementation of SIM strategic initiatives

- Provide leadership to ensure financial resources are used to support the highest standards of safety, quality and governance and represent value for money
- Project reporting, and the role of UK Project Co-ordinator
- Act as Company Secretary for SIM International (UK) and the 4 dormant companies AEF International, AEF SAGM, ICFT and Serving In Mission
- Act as secretary to the Finance & Legal Committee, taking minutes and ensuring agreed actions are carried out
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- Any other financial activities as directed by the SIM Director

- Grants and Funds management
  - Preparing and presenting grant applications to Trusts and Foundations
  - Management of existing relationships with Trusts and Foundations and development of new connections
  - Financial management and reporting of all grant income and expenditure

- Operational Support
  - Overseeing regulatory and legal compliance
  - Overseeing risk management and legal activities: letters of agreement, contracts, leases and other legal documents and agreements

- **Lead and oversee the finance & operations teams**
  - Ensure financial, facilities and IT operational effectiveness and alignment of all policies and operations.
  - Ensure that all statutory reporting requirements are complied with and oversee the annual audit and liaise with the appointed external auditors as required
  - Responsible for Financial controls, the controlled management of bank accounts, development of investment policies and management of investment deposits, management of all cash and bak activities, and ensuring with the finance team that bank mandates are up to date
  - Recommending improvements to financial systems, processes and internal controls in conjunction with Serving In Mission departments that require the support of the finance function
  - Overseeing the timely and accurate preparation and delivery of financial reports to Board, Board Finance & Legal Committee and Executive Team at least quarterly and on other occassions a requested
  - Ensuring financial services provided to missionaries are helpfully and professionally delivered; supervising the finance team to agree budgets with mission members, deliver member statements and donor reports, and arrange pension and life assurance products.
  - Any other financial duties that the organisaton may require

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As part of your employment, you are expected to

- Comply with the Serving In Mission Staff Protocols including maintaining confidentiality at all times
- Role model the values of the organization to engender a culture of openness, transparency and honesty
- Promote and model a culture of cheerful and Christ-like commitment, continuous improvement, enhancing the capability of the team and appropriately seeking strategic opportunities to deliver our services in a Biblical, efficient and cost effective manner
- Mentor and coach staff to enable them to perform at their best and instil individual ownership for accomplishment of stated objectives by holding teams accountable for results and progress
- Lead the staff prayer meeting with a 5 minute biblical devotion about once a month
- Deepen your relationship with God through personal prayer and Bible study.
- Promote & uphold the reputation of Serving In Mission and to support its vision.
- Raise prayer and financial support for the work of SIM UK

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Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	METHOD OF ASSESSING CRITERIA
Qualifications		Qualified Accountant to CIMA, ACCA, ACA or CIPFA level	Certificate
Minimum work Experience	Experience (3-5yrs) as finance manager in a charity/non-profit Proven experience in direct management of a finance and operations team Proven experience of preparing and presenting financial and management accounts and data Proven level of computer literacy including financial systems, application of tools such as Excel, databases, reporting packages, etc Experience of liaising with statutory agencies (Charity Commission, HMRC) and professional advisers (Auditors, lawyers) Experience of managing individuals and teams with demonstrable evidence of outcomes achieved and issues overcome Familiarity with operational, financial, quality assurance,	Experience in a membership organisation Familiarity with human resource procedures and regulations	CV
Skills	Ability to be flexible and work analytically in a problem-solving collaborative environment Can operate effectively under pressure and within challenging deadlines Proven ability to understand organisations from various perspectives including financial, legal, and various stakeholders Relies on experience and judgment to plan and accomplish goals including a variety of complicated tasks Excellent communication skills; both oral and written and excellent interpersonal skills Proven report writing skills	Leadership experience within a church or like-minded Christian charity or mission organisation	References

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	Coaching, relationship building and mentoring skills Customer service and interpersonal skills Experience with working in a multi-currency setting		
Personal Attributes	Diligent Self-motivated Comfortable with ensuring compliance and challenging in a professional and supportive manner		
Other requirements	As the role may from time to time include travel within the UK an ability to be flexible in work pattern would be desirable		

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