

Job Description

Finance Liaison Officer

We are looking for someone who will be a key part of our Finance Team to help us care deeply for our mission workers, ensuring they feel supported and encouraged throughout their time serving with us, whether that is for a few months or many years.

You will be the interface with our mission workers and support them on their journey with SIM. This will involve financial induction for new applicants and initial budget setting, annual budget reviews with all active mission workers, regular preparation of worker fund statements, and handling transaction queries.

We are looking for someone who has experience in bookkeeping and financial management within a small to medium-sized organisation, and who also has experience in a finance customer services role.



Why work with Serving In Mission?

The Vision of Serving In Mission:

Our vision: a world with a witness to Christ's love where he is least known, disciples of Jesus expressing God's love in their communities, and Christ-centred churches among all peoples.

Convinced that no one should live and die without hearing God's good news, we believe that he has called us to make disciples of the Lord Jesus Christ in communities where he is least known.

With over 7,000 people groups and more than 3 billion individuals in least-reached people groups, there's a massive need, and we want people who share in our vision to work with us to reach more people with the Gospel.

We are God-centred

We are passionate about what we do, and we are fuelled by prayer and trusting in God to lead us in our work. This means we are dependent on him as we seek to reach the least-reached with the gospel in many different countries. We serve in multi-ethnic teams, and both send and receive mission workers in partnership with local churches.

Part of an International Organisation

We are part of a global community of churches and mission workers cooperating in intercultural gospel ministry as part of SIM International. There are 70 other national offices around the world.

We seek 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 fulfil Christ's commission in communities where he is least known.

We started 130 years ago and now send mission workers to every inhabited continent on earth. Internationally, SIM has more than 2,000 workers, serving in more than 70 countries and sent by churches from all parts of the world.

Joining a wonderful team

You will be joining a friendly, prayerful, vision-led team, located in Cambridge. We support more than 130+ mission workers working on multi-ethnic teams around the world, as well as working with churches here in the UK.

The Finance team is currently made up of the Head of Finance, Finance Manager and two Finance Officers. You will be joining a team that is driven to serve our vision, ensuring our mission workers are supported in financial matters from the point of enquiry, through their service and after they return to the UK.

ETHOS & VALUES

Our ethos is 'by prayer'

Serving In Mission is a community of God's people committed to Biblical truth and passionate about sharing the gospel. The post holder is required to:

- *Have a personal knowledge of and trust in Jesus Christ as Lord*
- *Model Christian discipleship in public and private life*
- *Sign their full agreement with the SIM Commitment Statement*
- *Have a belief in the power of Christian prayer for God to provide and guide in the needs of the mission*

You can read more about our vision, mission & values at: sim.co.uk/about/vision-and-values

UK Staff and some of our Mission Workers at our Spiritual Life Conference 2025



HOW THIS ROLE RELATES TO OUR MISSION:

Our mission:

We are compelled by God's great love and empowered by the Holy Spirit:

- We cross barriers to proclaim the crucified and risen Christ, expressing his love and compassion among those who live and die without him.
- We make disciples who will trust and obey Jesus and become part of Christ-centred churches.
- We work together with churches to fulfil God's mission across cultures locally and globally.
- We facilitate the participation in cross-cultural ministry of those whom God is calling.

This role:

You will play a key part in our Finance Team:

- This allows us to provide financial information for our mission workers, ensuring they feel supported throughout their time of serving with us.
- This role also ensures that new and existing workers understand how the finance processes work so they can be effective in their ministry.
- Help to ensure that the organisation meets its financial responsibilities, so churches and supporters build trust and partnership with SIM UK.



JOB SPECIFICATION

Delivery of daily financial services to our Workers

- Help new Applicants to understand how their finances will work and provide finance inductions with the Finance Manager.
- Preparation and distribution of applicant donor reports, and management of progress to achieving budgeted fundraising targets.
- Manage financial clearance for new mission workers (based on SIM criteria) and make recommendations to the Head of Finance for sign off. Check worker requests for payments and approve for processing.
- Ensure accurate and complete financial records are kept for each worker on the organisation's Beacon CRM database.
- Handle mission worker queries in a timely and supportive manner.
- Prepare and review annual budgets for existing workers.
- Manage the worker budget database to assist in the generation of monthly charges in NetSuite.
- Opening and closing worker funds in NetSuite.
- Manage the worker leaving/retiring process and final records close.
- Ensure monthly workers' statements are distributed within agreed timescales.
- Manage process for payment of Class 2 & 3 National Insurance for workers overseas

Enable others to partner in the work of SIM UK through giving

- Support the donations team to ensure donations are processed, recorded accurately, promptly and efficiently.
- Ensure relevant 'Statements of Operating Practices' are maintained and updated.
- To liaise with field offices and the MPPC team.
- To liaise within SIM-UK and SIM International as appropriate

Helping the organisation meet its financial responsibilities

- Ensure monthly reconciliations are completed in an accurate and timely manner.
- Contribute to improved efficiency of our financial processes and development of NetSuite functionality.
- Help develop appropriate metrics and data collection systems for the organisation

Other

- To perform other tasks as may be assigned from time to time in the areas of management or finance

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Maths GCSE grade A-C • Experience in bookkeeping and financial management within a small to medium-sized organisation 	
Minimum Work Experience	<ul style="list-style-type: none"> • Experience in an accounts team, or a finance customer services role • Well-experienced in using the Microsoft Office suite 	<ul style="list-style-type: none"> • Working with financial data and processes • Experience in using a Customer Relationship Management system and an online financial management system
Skills	<ul style="list-style-type: none"> • Proven ability to work in a process-driven way with a high level of accuracy and efficiency • Excellent customer service and interpersonal skills • Can operate effectively under pressure and within challenging deadlines • Proficient in Word, Excel, etc. • Ability to improve processes using available technology • Maintains confidentiality appropriately 	<ul style="list-style-type: none"> • Experience working in a multi-currency setting
Personal Attributes	<ul style="list-style-type: none"> • Bible-believing, evangelical Christian • Prayerful • Committed to high standards of integrity & professionalism • Self-starter able to work with minimal supervision • Team player comfortable with ensuring compliance and challenging in a professional and supportive manner 	

The post holder must comply with all internal policies and procedures, including (but not limited to) our safeguarding policy and our data protection and privacy policy.

CONTRACT & REMUNERATION

JOB TITLE:	Finance Liaison Officer
HOURS OF WORK:	Full-time 37.5 hours per week (1.0 FTE)
SALARY:	£26,000 per-annum
ANNUAL LEAVE:	37 days of holiday pro rata. This includes statutory Bank Holidays, Christmas Eve, and the 3 days between Christmas and New Year.
PLACE OF WORK:	Based in our office in Histon, Cambridge – we have a flexible working policy.
RIGHT TO WORK:	We require the post holder for this role to have the right to work in the UK.
PENSION:	Serving In Mission will include the employee in the charity's Defined Contribution Pension scheme and will contribute 8% of salary. The employee's personal pension contributions into the scheme will be set at 3% in line with Auto-enrolment pension legislation.
RESPONSIBLE TO:	Finance Manager