

## Job Description

- **Title:** Finance Officer
- **Status:** Part-time
- **Location:** Home working fixed-term maternity cover
- **Starting Salary:** On application
- **Hours:** 7 hours per week for the first two months (handover period), then 9 hours per week thereafter
- **Line Manager:** Executive Director of BCT

## General Information

**About Us:** The Bethany Children's Trust (BCT) is a Christian charity for children at risk, in Africa and beyond. BCT is dedicated to mobilising Christians to respond to the needs of vulnerable children. Our vision is to equip the Christian Church to lead the way in building a local and global society where children at risk are loved, valued, safe, nurtured and free to reach their God-given potential. To achieve this, we partner with church-led, community-based projects, helping to restore the lives of some of the world's most marginalised children.

**Position Summary:** As the Finance Officer at The Bethany Children's Trust, you will play a crucial role in managing the organisation's financial operations, supporting its mission of making a positive difference to the lives of vulnerable children. Your key responsibilities will include financial management, budgeting and reporting, preparation of budgets, financial reports, and forecasts, audit and compliance.

This position offers an opportunity to contribute significantly to the financial health of The Bethany Children's Trust, ensuring the organisation can continue its vital work with children in need.

This is a fixed-term maternity cover role, including a two-month handover period of 7 hours per week, increasing to 9 hours per week thereafter.

## Main Responsibilities

### 1. Vision and Direction:

- Assist in budget production and monitoring
- Create the Annual Report
- Maintain internal financial controls
- Develop guiding policies and procedures for BCT
- Participate in BCT prayer gatherings and share in leading prayer.

### 2. Financial Planning and Strategy:

- Create budgets aligned with BCT's priorities
- Ensure staff awareness and compliance with budgets
- Monitor financial reports from project partners
- Oversee effective use of resources and compliance with charity law
- Provide trustees with necessary information for effective governance

- Prepare Annual Accounts
- Maintain Internal Financial Controls

**3. Financial Monitoring:**

- Continuously track income and expenditure
- Manage financial records and perform reconciliations
- Ensure proper authorization of payments and maintain an audit trail

**4. Personal and Professional Development:**

- Engage in training to enhance skills
- Commit to BCT's ethos and participate in regular appraisals

**Personal Specifications****1. Essential Professional Skills:**

- Extensive accounting experience
- Proficiency in Word, Excel, and QuickBooks
- Have experience in setting, monitoring, managing and overseeing financial accounts
- Experience of developing budgets, financial strategy and planning

**2. Essential Personal Qualities:**

- Be a committed Christian who embraces, practices and actively promotes BCT's Ethos and Core Values
- Be a 'detail' person, dependable, efficient, reliable and committed to accuracy and excellence
- Have good communication skills
- Be a self-starter, able to work as reliably on their own as in a team context
- Be a strategic thinker

The role may evolve to meet the needs of BCT, and any significant changes will be discussed and documented in a revised job description. The successful candidate will collaborate with the line manager to develop an activity plan upon starting.