

Job Description: Finance Officer

Job Title: Finance Officer.
Accountable to: Mission Director; also under the professional supervision of the Treasurer.
Based in: **zambesi mission (zm)** office within York Baptist Church.

Purpose of Role

1. **zambesi mission (zm)** exists to proclaim the Gospel of our Lord Jesus Christ and to extend and strengthen His Church in Malawi, northern Mozambique and the UK. The first purpose of this role is to further that aim;
2. To provide dedicated financial support and expertise to the work of **zambesi mission**;
3. To assume specific responsibilities to:
 - a. enable the Treasurer to fulfil his responsibilities for the financial management and administration of **zambesi mission**;
 - b. provide appropriate support to the Mission Director; and
 - c. ensure the effective functioning of **zm's** financial administration systems, especially by the efficient and accurate recording of data into the mission's accounting system, and the production of reports as required.
4. In everything, to seek first to be a witness of Jesus Christ, and as he gives grace, to live and work in a way which glorifies the Lord and encourages others in their own walk with him.

Responsibilities

General

In consultation with the Mission Director and the Treasurer, the Finance Officer will ensure the effective functioning of the mission's financial administration systems especially by efficiently and accurately recording financial data and producing reports as required.

Specific to Role

1. Record all income, entering data into the accounting system (currently **Sage 50cloud Accounts**) from:
 - Monthly Financial Returns (received from staff);
 - Standing order donations
 - batch invoicing;
 - customer payments;
 - Other donations;
 - Gift Aid tax recovery.
2. Record all payments, entering data into the accounting system (currently Sage), as follows:
 - Recurring entries;
 - Expense vouchers – invoices etc;
 - Expense summaries – staff and reps;
 - Direct debits;
 - Transfers to Malawi
 - **zm** (Forex a/c); other student support;
 - Faster Payments;
 - Malawi field income and expenditure as shown on the “field funding and accounts” monthly spreadsheets or the field cashbook, as directed by the Treasurer.
3. Enter into the accounting system (currently **Sage 50cloud Accounts**) monthly journal entries for:
 - Salaries

- Depreciation
 - Management Charge
 - Field Funding
 - Gift Aid analysis
4. Gift Aid Claims:
 - Prepare Gift aid claims on a monthly basis;
 - Submit the Gift Aid claim and deal with any queries in relation to the claim.
 5. Process monthly pension payments using Scottish Widows portal, ensuring that they are adjusted as salaries/allowances change;
 6. Pay invoices
 7. Process charity vouchers.
 8. Monitor bank accounts: notify the relevant representative when a previously notified 'proposed donation' is received into the **zm** account,
 9. Monitor bank cashflow
 10. Perform monthly bank and nominal reconciliations
 11. Produce monthly management reports for Treasurer and, where appropriate, Mission Director.
 12. Annually, ensure a list of donors by Standing Order is prepared to enable the Mission Director to write to thank them (in liaison with the Administrator);
 13. At the end of each month, prepare a monthly income report for the Mission Director and a Dept.33 (CFCM) report for Ruth MacBean.
 14. As necessary, undertake more general office duties, including answering the phone etc;
 15. Undertake such other responsibilities as may from time to time be agreed; and
 16. Participate in a personal annual review with the Mission Director; and regularly review and evaluate personal work performance with the Mission Director, as necessary.

Person Specification

Knowledge / Experience

- A minimum of two years' experience of working with financial accounts.
- Experience of using **Sage 50cloud Accounts** software.

Skills / Abilities

- Capable person with financial and administrative abilities: including the ability to prepare and enter data into the Mission's accounting system (currently **Sage 50cloud Accounts** software) and to produce reports from the system.
- A high level of numeracy and IT competence.
- Good organisational and communication skills.
- Good keyboard skills and familiarity with **Sage 50cloud Accounts** software.
- Aptitude and willingness to learn new skills (with training and support).

Disposition

- A determination to do everything to the highest standard.
- A commitment to working as part of a dispersed team.
- A flexible attitude and willingness to work unsupervised.
- The flexibility and willingness to work occasional overtime (with time off in lieu) when deadlines require.
- A full understanding of and sympathy towards **zm's** aims and objectives both as an evangelical Christian mission organisation and as a charity.
- A personal faith in Jesus Christ as Saviour and Lord.

- The ability to engage in and actively participate in regular staff devotions, including leading prayer, worship and Bible study.
- A willingness to sign **zm's** Statement of Faith and Code of Practice and to live accordingly.

Other Comments:

- In the event that an applicant possess additional managerial experience, consideration may be given to extending the scope of the role to include management responsibilities. This would include the possibility of increasing both the annual salary and the working hours.
- In certain circumstances, consideration will be given to the possibility of this being a home-based role, as opposed to being office-based in York. However, there would remain an expectation that the applicant would be wholeheartedly committed to participating fully in staff team activities. This would include regular attendance, either virtually or in person, at monthly staff prayer meetings and attendance in person at quarterly staff meetings in York.