

JOB DESCRIPTION

JOB TITLE:	Chief Finance Officer (CFO)
CONTRACT TYPE:	Permanent, full-time
SALARY RANGE:	£42,000 - £50,000
REPORTS TO:	Chief Operating Officer (COO)
LOCATION:	The office is located in Westbury, Wiltshire. The expectation is to be office based, but working from home is possible by agreement. Role includes regular travelling throughout the UK.
BENEFITS	Pension 5%, 25 days annual leave plus bank holidays
TO START	As soon as possible

INTRODUCTION: Thank you for your interest in the role of Chief Finance Officer at Counties. Counties equips local churches across the UK to make Jesus known through training opportunities, our network of evangelists, innovative schools' resources, community chaplains, & pioneering church planters. This role is an opportunity to help local churches across the UK to make Jesus known. At an exciting time of change and development at Counties, this is a new role as a pivotal member of the Executive team, providing strategic leadership in developing and managing Finance.

PURPOSE OF ROLE

- The CFO will lead and continually improve the Trust's financial performance.
- You will contribute to the delivery of the charities mission to help local churches across the UK to make Jesus known, and secure long term financial growth to achieve this, with specific fundraising oversight.
- You will be capable of developing and growing your responsibilities with the organisation, and adding value to the executive operational team in relation to organisational support (such as technology, office administration, governance).

HOW TO APPLY: Please send your CV and covering letter to recruitment@countiesuk.org – applications without a covering letter will not be considered.

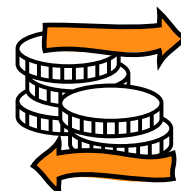
MAIN DUTIES AND RESPONSIBILITIES

1. Oversee all aspects of the charity's **regular finance functions**.
2. Secure long term **financial growth** of the charity to achieve its mission.
3. Planning and implementing a robust **financial strategy** for Counties.
4. Oversee **executive financial processes**.
5. Oversee charity statutory **financial accounts** and organisational financial **reporting**.
6. Identify, maintain and monitor organisational and financial **risks**.

1. REGULAR FINANCIAL PROCESSES

Oversee all aspects of the charity's **regular finance functions** including:

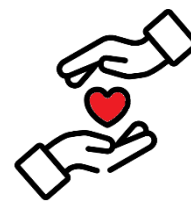
- Oversee and manage **regular payments** including invoices, staff expenses, and evangelists' grants.
- Manage **bank account**, bank reconciliations and other accounting reconciliations.
- Manage regular **Cashflow** management, ensuring liquidity for day-to-day requirements, and monthly trustee projections reports.
- **QuickBooks** accounting data input income & expenditure, and bank reconciliations.
- **HMRC** entries (regular & irregular), Staff salary payments and pension payments.
- Oversight **petty cash** management.
- Trustee monthly **Budget** reporting and projections.
- Oversee **Database** Gift-Aid claims & financial reports.



2. FUNDRAISING

Secure long term charity financial growth to achieve its mission.

- **Research** and develop plans for fund raising with grant making organisations and Trusts, including identifying KPI targets for applications and funds raised.
- Complete **applications** for funds, ensuring input from Executive team as appropriate.
- Establish plans to develop and maintain relationships with all **stakeholders**, funding organisations, and key donors. With the Executive team, develop regular funding reports.
- Meet with key **external contacts** and share Counties' vision to help churches to make Jesus known.
- Develop and maintain effective relationships with financial and **fundraising practitioners**.
- Ensure all donations and gifts are appropriately followed up and managed.



3. FINANCIAL PLANNING AND STRATEGY

Planning and implementing a robust financial strategy for Counties.

- Work with the Executive team, and the Finance Committee, to contribute to charity **strategic leadership**, including financial evaluation of strategic discussions, and ensuring delivery of charity strategy.
- Develop multi-year **budgets** and funding requirements.
- Lead the development, implementation and updates of **finance-related policies**, systems and internal controls.
- Establish processes to establish, monitor and achieving **KPI's** to manage operations and strategic activities.
- Developing financial and other **reports** (incorporating KPI's) to help Executive team and trustees to effectively plan, manage and drive the organisation forward.



4. LEADERSHIP AND FINANCE MANAGEMENT

Oversee executive financial processes.

- To represent the finance function on the **Executive team**, and strategic initiatives.
- Ensure **Trustees** are informed on finance matters through preparing agendas, reports, attendance and recording minutes at the Finance Committee, and Trustee meetings and other meetings as appropriate.
- Oversee and manage all **financial systems** including banking and standing orders.
- Review income and expenditure **systems**, consider alternatives and make proposals for suitable changes.
- Oversee and review **database** financial recording (Charity Suite) including data input, reports produced.
- Oversee and manage charity **Investments** administration, including reporting, cashflow updates.
- Oversee **incoming evangelism grant applications**. Ensuring applications are appropriately reviewed (with the Executive team), communications provided (internally and externally), and successful grants monitored.



5. ACCOUNTING AND REPORTING

Oversee charity statutory financial accounts and organisational financial reporting.

- Ensure financial **accounts information** and systems are accurately providing relevant information to the organisation.
- Prepare **reports** for Trustees, Executive team, including the development of new reports.
- Oversee annual statutory **accounts preparation**, audit and sign off, including preparing timeline and reporting to external stakeholders. Review audit systems and improve efficiency of audit processes.
- Lead, develop and produce **Charity Annual Report and Accounts** with Counties auditors.
- Oversee **annual budget management**, ensuring support and challenge to budget managers, and that funds are deployed effectively to maximise agreed goals, and significant variances are identified.



6. RISK MANAGEMENT & GOVERNANCE

Identify, maintain and monitor organisational and financial risks.

- Maintain and monitor organisational **risk register**, with assistant from Executive team.
- Actively manage **ongoing financial risks** and mitigate risk as far as possible by managing effective controls.
- Provide advice on **new projects** and organisational risks, and oversee all financial elements of new agreements & contracts entered into.
- Oversee Charity **Governance register**, suggesting appropriate updates as required.
- Identify potential risks and mitigations, and ensure **organisation compliance**, including GDPR, IT & cyber security, health & safety management, local & remote work locations, and appropriate insurance coverage.
- Maintain compliance with statutory obligations and suitable **governance arrangements**, including Companies House, Charity Commission and HMRC, with assistance from CEO and COO.



7. OTHER DUTIES

- Act as an ambassador for Counties at all times.
- Deputise for the COO, internally and externally, as required.
- Lead staff in online regular prayer meetings, and staff meetings.
- Carry out other tasks and responsibilities as determined from time to time by the CEO and COO.
- Attend Counties conferences, as appropriate.

PERSONAL PROFILE

Essential skills & attributes

- This role has an Occupational Requirement, that the post holder is an evangelical Christian, and in agreement with Counties' Statement of Faith and Core Values.
- Be an effective advocate for the charity and its beneficiaries by being able to clearly communicate, in one-to-one settings and via presentations, Counties' passion to make Jesus known in local churches.
- Able to build relationships with faith-based key donors, funding organisations and stakeholders and communicate a passion to make Jesus known in local churches across the UK.
- A strong multi-tasker, with excellent organisational and administration skills.
- High attention to detail, excellent mathematical skills.
- Self-motivated, with excellent time management, able to work alone as well as working as part of a team.
- A personable individual, with proven high level of integrity, an understanding of data privacy and confidentiality standards.

Experience of

- Using Microsoft Office products, particularly Microsoft Excel, and high-level experience of I.T. software.
- **Financial management** and accounting software e.g. QuickBooks.
- Developing and monitoring large **budgets** with various department priorities.
- Managing, reviewing and updating financial **reports** and management systems.
- SORP/Charity **Accounting**.
- Identifying, managing and mitigating **risk** in an organisation.
- Contact with **faith-based** funding organisations and **Charity** sector organisations.

Characteristics

- Passionate for Counties' vision to help local churches across the UK to make Jesus known, and able to articulate this to external contacts e.g. supporters, key donors and grant making trusts.
- Be an active member of a local church, and experience of engaging in local church evangelistic activities.
- Be able to lead staff in online regular prayer meetings, and staff meetings.

Desirable

- Experience of leading evangelistic activities in a local church.
- Experience of leading, or inputting to, a charity audit process.
- Experience of database software e.g. CharitySuite.
- Professional financial or accountancy qualifications.