



## Job vacancy: Finance Coordinator

Part time, permanent role. 21-28 hours per week. May be open to full time hours for the ideal candidate. Based in our Swindon office.

**UFM Worldwide exists to support churches in making disciples of all nations. Our priorities are to take the gospel to the least reached and to support under resourced churches around the world.**

Since 1931 we've had the privilege of helping churches to identify, train, send and support workers for cross cultural mission. Today, we support over 300 mission partners from 36 nations, sent by 149 gospel hearted churches to serve in 57 different countries.

We are looking to appoint a further Finance Coordinator who will assist the team in delivering the day-to-day finance function, in consultation with the Head of Finance & Operations.

### Responsibilities include:

- Overseeing the processing of income and expenditure
- Overseeing and developing finance administration and accounting procedures
- Communicating with mission partners and others
- Financial reporting and development
- Prayer for the work of UFM mission partners

### The successful candidate will ideally be educated to degree level and have:

- Previous experience in a financial role, including managing others
- Excellent people skills with proven ability to communicate well
- Excellent administrative and organizational skills
- Working knowledge of Microsoft Office / Google Docs products, especially Excel / Sheets
- Ability to manage conflicting demands, with ability to prioritise and work to deadlines

### Salary & benefits:

- £30,058pa (pro-rata, 35-hour full time week), with 10% employer's pension contribution
- 5 weeks annual leave plus statutory public holidays, plus 1-week additional leave to serve on an approved mission week, camp or church activity.

The full job description can be found at [www.ufm.org.uk/jobs](http://www.ufm.org.uk/jobs) and an application form or further information can be requested by contacting: [personnel@ufm.org.uk](mailto:personnel@ufm.org.uk), 01793 610 515.

The closing date for applications is Thurs 17<sup>th</sup> April 2025, with interviews for those shortlisted being held on 29<sup>th</sup>-30<sup>th</sup> April. Start date by agreement, ideally from June 2025.

*Within the terms of the Equalities Act 2010, it is a Genuine Occupational Requirement that the successful candidate agrees with and signs UFM Worldwide's Statement of Faith.*

UFM Worldwide is a registered Charity in England & Wales (No. 219946) and in Scotland (No. SC039343)