

## Job Description - Finance Coordinator

Job Title:	Finance Coordinator
Appointed by:	Exec
Reports to:	Head of Finance & Operations
Responsible for:	Finance Administrator
Location:	UFM's Swindon office, SN4 8SY
Date Last Reviewed:	March 2025
Hours	21-28 (3-4 days per week)

### Job Summary

UFM Worldwide exists to support churches in making disciples of all nations. There are currently over 300 mission partners from 29 different nationalities serving in over 57 nations around the world. They are focussed on taking the gospel to the least reached and in supporting under-resourced churches around the world.

We have an annual income of just under £5M and are supported by over 3000 individuals and churches. As the organisation grows, we are looking to appoint a further Finance Coordinator who will lead the team to deliver the day to day finance function, in consultation with the Head of Finance & Operations.

UFM enjoys in-person working as a team and this is an office based role.

### Responsibilities

#### 1. Overseeing the processing of income & expenditure

- Donations from supporters
- Payment of mission partner allowances and expenses
- Staff payroll & expenses

## **2. Overseeing & developing finance administration & accounting procedures**

Managing the finance administrator & volunteers in order to ensure that:

- All payments received, whether in cash, cheque or via BACS or credit card payments are processed in an efficient and timely way
- Regular banking of cheques and downloading of bank statements occurs
- Cheque and BACS payments for invoices, staff salaries and expenses payments are made for both staff and Council members
- Payments for mission partner allowances are made according to the required schedule, administering international payments as required
- Account journals for all expenditure and inter-account journal payments are completed
- The reimbursement of staff and trustee expenses is managed in an efficient and timely way
- Gift aid claims are made in an accurate and timely manner
- An efficient filing system is maintained for all financial documentation, whether electronic or paper records

## **3. Communicating with mission partners and others**

- Together with the rest of the finance team, ensuring timely responses to financial queries from donors, churches, mission partners and the staff team
- Assisting mission partner appointees in orientation with regard to the UFM finance support system and in the development of suitable budgets for their support
- Helping the wider UFM team and mission partners to make best use of financial technology, accessing and using the information relevant to them

#### **4. Financial reporting & development**

In conjunction with the Head of Finance & Operations:

- producing internal and external management reports to inform the Senior Leadership Team, Treasurer & other key stakeholders
- developing best practice in financial management across the organisation
- adopting and promoting the use of the latest financial technology across the organisation
- participating when required in quarterly finance meetings of the Council finance committee
- assisting in the satisfactory and timely completion of the annual audit and submission of annual accounts to the Charity Commission
- helping the organisation to identify and engage with potential grant making organisations
- ensuring that appropriate attention is given to the promotion of legacy giving among our supporters

#### **5. Prayer**

- To lead by example and to support the work of the Mission by praying regularly for the mission partners and staff
- To participate in the regular staff prayer meeting as part of maintaining the team spirit and in sharing in the support of those who are serving overseas.

The duties listed are not exhaustive. Additional hours of work may be required, as determined by the needs of UFM, and employees may be required to undertake additional duties, responsibilities and projects as appropriate.

Whilst UFM wishes to make its work widely known, it is expected that all employees will exercise appropriate confidentiality at all times. This includes but is not limited to compliance with the requirements of GDPR.

## **The Individual**

### **Capability, Experience & Qualifications**

- Essential
  - Previous experience in a financial role
  - Excellent people skills with proven ability to communicate well
  - Excellent administrative and organisational skills
  - Working knowledge of Microsoft Office products, especially Excel
  - Ability to manage conflicting demands, with ability to prioritise and work to deadlines
  
- Preferable
  - Accounting Qualification
  - Educated to degree level
  - Previous experience of managing others and leading a team

### **Personal Characteristics**

- A committed Christian with beliefs and a lifestyle which are compatible with and supportive of UFM's Statement of Faith and ethos
- Demonstrated integrity in both personal and professional life
- Active in service in the local church