

PIONEERS

Finance Assistant

CANDIDATE PACK



Reaching Forgotten Peoples



Pioneers International is a fast-growing mission movement with over 3,000 missionary field members in over 100 countries, and a passion to see God glorified among the nations.

Pioneers mobilises teams to glorify God among unreached people groups by initiating church planting movements in partnership with local churches.

The finance assistant is a vital support role, the main purpose of which is to handle money on behalf of Christian workers serving around the world. It would suit someone who would like to use their finance, office and administrative skills in a team that seeks to help build the kingdom.

This is an exciting opportunity to be instrumental in building new finance processes and developing finance team culture in a future-focussed mission agency that also benefits from over 100 years of mission experience in the Arab world, in the Sahel and around the world.

Core Values

The Heart of Pioneers

Passion for God

The Great Commandment is our motive for the Great Commission. We want to live our lives fully surrendered to Him so that all nations may know that He alone is God.

Unreached Peoples

Pioneers focuses on those with the least opportunity to hear and understand the gospel.

Church Planting Movements

We want to see new believers united in fellowship with other believers, forming churches that plant churches – until all peoples are reached.

The Local Church

Pioneers partners with sending churches to plant new communities of Christians. We also work alongside local, indigenous fellowships wherever possible.

Team-Centred

Teams that are both task- and member-focussed are at the core of Pioneers. This is crucial since many of the world's remaining unreached peoples are in difficult and isolated pockets of the world.

Innovation and Flexibility

Reaching the world's remaining unreached peoples requires creativity and sensitivity to the unique calling, vision, and needs of each missionary.

Participatory Servant Leadership

Pioneers has a decentralised leadership structure. We are principle- rather than policy-driven, applying an interactive approach to decision-making that is based on trust.

Ethos of Grace

Understanding that each person bears the image of God, we endeavour to cultivate an atmosphere of mutual acceptance and respect in all our relationships, encouraging one another to attain their full potential in Christ.

Statement of Faith

WE BELIEVE in the one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.

WE BELIEVE in the love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.

WE BELIEVE in the divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.

WE BELIEVE in the dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.

WE BELIEVE in the incarnation of God's eternal Son, the Lord Jesus Christ – born of the virgin Mary; truly divine and truly human, yet without sin.

WE BELIEVE in the atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.

WE BELIEVE in the bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.

WE BELIEVE in the justification of sinners solely by the grace of God through faith in Christ.

WE BELIEVE in the ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.

WE BELIEVE in the church, the body of Christ both local and universal, the priesthood of all believers – given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.

WE BELIEVE in the personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth

Guiding Grace Principle

Pioneers is an international fellowship comprised of Christians drawn from many different churches and backgrounds. Our desire is to work in harmony with our national church partners and Christian colleagues on the basis of essential doctrines as found in our Statement of Faith. These are doctrines on which, historically, there has been general agreement among all true followers of Christ.

In matters not addressed by our Statement of Faith, Pioneers acknowledges differing points of view provided they are based on the Bible as the supreme authority, and that no interpretation or practice will undermine the work of the gospel or the unity among those with whom we serve. We seek to live, work, and relate to one another in a spirit of love and humility, as outlined in Romans 14, 1 Corinthians 13, and other passages.

Pioneers is a member of Global Connections.

Job Description

Role title	Finance Assistant
Primary location	Pearse House, Loughborough
Responsible to	Finance Director/Manager
Hours	Part Time: 22.5 hours (3 days) a week
Salary	£14,742 per annum (£24,570 Full Time Equivalent)
Start date	ASAP
Application closing date	28 November 2025

Role Overview

- Process financial transactions in line with Pioneers systems and procedures
- Respond to donor queries with sensitivity to the charitable and Christian ethos of Pioneers
- Support the finance team with administrative and operational tasks
- Contribute to the overall functioning of the UK office team

Key Responsibilities

- Actively participate as a member of the Pioneers staff team
- Liaise with donors and external groups as needed
- Collaborate with colleagues to ensure smooth financial operations

Duties

- Receive, allocate, and receipt donations (cheques, cash, bank downloads)
- Handle banking of received funds and charity vouchers
- Issue and process Gift Aid and standing order forms
- Process supplier invoices and expense payments
- Maintain accurate finance records and filing systems
- Communicate with donors regarding donation details
- Use the organisational CRM effectively
- Carry out general office tasks as required

Working Relationships

- Engage with all members of the staff team and members to support financial processes
- Represent Pioneers appropriately in interactions with donors and external contacts

Person Specification

- A committed Christian, in full sympathy with Pioneers' Core Values and Statement of Faith.
- Willing and able to participate in prayer and worship activities
- Team-oriented with strong interpersonal skills
- Methodical and detail-focused approach to work
- Numerate with basic PC proficiency
- Flexible and solution-focused mindset
- Familiarity with Pioneers' mission and operations (desirable)

How to Apply

To apply for this role, please fill in the application form at <https://forms.gle/5e91E8QW8A4spCDm6>

If you have any questions at all, please contact Lois at LoisFS@pioneers.org.uk.
Thank you!