



## FINANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Accountable to:</b>	Chief Executive Officer
<b>Location:</b>	WorldShare offices, Doncaster (occasional home working is permissible)
<b>Working Hours:</b>	20 hours per week (flexible working days)
<b>Salary Range</b>	£26,000 - £30,000 per annum FTE (dependent on experience)
<b>Benefits:</b>	8% employer pension, 33 days holiday pro-rata (incl. bank holidays)
<b>Duration:</b>	Permanent position commencing 26 <sup>th</sup> August or 2 <sup>nd</sup> September 2024, subject to successful probationary period.

### **Job Purpose:**

To work closely with the CEO and Administration Manager to ensure the smooth and efficient running of WorldShare's financial operations and help to provide the organisation with sound financial management.

### **About WorldShare:**

WorldShare is the global Christian mission and development charity that supports and enables overseas partners to reveal the love of God and the Gospel of Jesus Christ through a wide variety of ministries.

### **About You:**

You are a committed Christian with an active faith and engaged in a local church. You are driven with a desire to serve God by serving the church globally.

You are a person of integrity, an experienced and efficient financially focused individual, who has the ability to develop and improve systems in compliance with needs and statutory regulations. A natural team player who can work with minimal supervision, is flexible and able to respond to dynamic financial needs.

### **About Him...**

*'We love because He first loved us.'* 1 John 4:19

Everything we do at WorldShare is underpinned by our aim to serve Jesus by sharing His love with some of the most vulnerable communities in the world.

Christian faith is therefore central to our work and every member of the team is involved in leading prayer times for WorldShare and its ministry partners. It is a genuine occupational requirement that the person who fulfils this role is a committed Christian with a faith that is alive and active.

## **Main Duties and Responsibilities:**

- The Finance Officer works alongside the Operations Manager, the CEO and external advisors to ensure WorldShare maintains a robust and timely financial system, that satisfies all regulatory and reporting needs.
- Responsible for data entry for financial transactions and financial processing within the accounts system, for invoice processing, supplier management and administering payments.
- Responsible for supporting and enabling the production of financial reports and general financial administration.
- Responsible for the month-end financial closing process, to help ensure timely and accurate reporting.
- Contributing to the effective maintenance of financial controls and systems, and developing improvements to enhance efficiency.
- Enabling the production of reports to management and the Board of Trustees.
- Supporting the year end process, the production of annual accounts and the annual Independent Examination process.

As a member of a small and dynamic team, we all contribute where necessary, and the applicant should be ready to undertake other reasonable activities in line with the role and the changing needs of the organisation.

## **Applicant Specification:**

### **Essential:**

- AAT qualification or other equivalent relevant qualification or experience as a minimum
- Experience within a finance setting or role
- Proven administration and organisation skills, with a strong attention to detail
- Confident user of Excel and other Microsoft Office Suite products
- Experienced with using financial software (e.g. Sage, Xero, QuickBooks)
- An understanding and experience of the various aspects of book-keeping
- Ability to work and deliver effectively under time pressures
- A positive 'can-do', resourceful and supportive team player
- Confident working alone and with others, as part of a small team

### **Desirable:**

- Experience in financial management and payroll processing
- Experience with cash flow planning and monitoring
- Experience with Sage 50 accounts software package
- Experience with cloud-based CRM systems (we use Charity CRM by Access)
- Experience or knowledge of working within the charity/third sector
- Experience of budget management and preparation
- Experience with management and annual accounts preparation and reporting

## **Application Process:**

- Please submit your CV and a separate cover letter detailing your journey of faith to [hr@worldshare.org.uk](mailto:hr@worldshare.org.uk)
- Provide proof of eligibility to work in the UK (if necessary)

**Closing Date:** 9am Friday 12<sup>th</sup> July 2024

**Interview Dates:** Monday 22<sup>nd</sup> or Tuesday 23<sup>rd</sup> July 2024