

## Job Description

**Job Title:** Head of Finance

**Work Location:** Witney (minimum 40% office based)

### Who We Are

At Open Doors our mission is to strengthen the church in the places where Christians are most persecuted so that the global church remains God's faithful witness to the world. This year Open Doors annual research shows that more than 380 million Christians face high levels of persecution and discrimination for their faith. In more than 70 countries, Open Doors supports them by supplying Bibles, providing emergency relief and helping persecuted believers stand strong for the long-term. In the UK and Ireland, Open Doors connects Christians with the persecuted church, so that they can play their part in strengthening fellow members of Christ's body who share our faith but not our freedom.

### Job Summary

As the Head of Finance, the postholder will play a key role in overseeing the financial operations of the charity. The postholder will be responsible for providing accurate, relevant and timely financial information, oversight of the financial transaction processing and ensuring in support of the strategic objectives of the charity and ensuring compliance with legal and regulatory requirements.

The Head of Finance will lead the financial accounting team and play a key role in the financial planning, re-forecasting and budget processes.

The role will be responsible for the development of the finance systems and processes to ensure the production of reliable and clear management accounts and analysis for budget holders and the Leadership Team.

### About the Team

Reporting to the Director of Finance & Supporter Services you will have line and task management of the Finance Team which consists of:

- Finance Assistant – Management Account & VAT x2
- Finance Assistant - Purchase Ledger & Payroll x1

The postholder will have key relationships with:

- Supporter Services Team Leader

### Hours

37.5 hours per week. *Part time working will be considered with a minimum of 3 days a week (0.6 FTE).* Usual office hours are between 8.00am to 6.00pm Monday to Friday. Our policy is a minimum of 40% of hours in the office, with the remainder remote working. Wednesday is a mandatory office day.

### Responsibilities and Requirements

#### A) Financial Management & Reporting

- Produce and present accurate and timely financial reports, budgets and forecasts for budget holders, the Board, and ODI.
- Manage cash flow planning, management, and forecasting.
- Assist with ad hoc financial modelling as required.
- Prepare reports to the Finance and Administration Committee/Trustees and deputise for the Director of Finance & Supporter Services as required.
- Responsible for the production of the Statutory Financial Statements.
- Lead the annual audit process working with external auditors.
- Ensure the accuracy and integrity of the financial records and reporting systems.
- Lead on projects to improve financial reporting, systems, and processes.
- Work with budget holders on business cases or similar as required.

## **B) Compliance, Controls & Regulatory Responsibilities**

- Responsible for the completion, accuracy and timely submission of VAT returns.
- Responsible for the accurate and timely payment of suppliers, expenses, and grants ensuring sound internal controls.
- Lead on compliance with the banks' Know Your Client (KYC) processes together with the Director of Finance & Supporter Services.
- Develop, implement and update relevant financial policies, internal controls, and procedures including ensuring compliance with changing statutory and regulatory requirements.
- Act as the key contact for HMRC.
- Advise on self-employment status matters and responsible for PSA return.
- Have a good understanding of and continue to keep abreast of relevant changes to charity and other legislation, VAT and PAYE regulations, and accounting standards.

## **C) Budget Holder Support & Financial Training**

- Support, train and advise budget holders in budget management, expenditure control and compliance with regulatory and financial policies and procedures.

## **D) Team Leadership & Development**

- Lead and manage the finance accounting team.
- Lead, manage, and provide wellbeing support for the team, in aspects of work and spiritual life, as appropriate.
- Model, give direction and motivation to the team, focusing on the mission, purpose, culture, and strategy of the ministry.
- Act as a source of advice and support for the team and delegate as appropriate.
- Develop and coach the team, towards efficient performance and productivity.
- Express appreciation of strengths, and recognise achievements, with a rhythm of reflective practice and learning reviews.
- Deal with performance, conduct or absence issues in line with the Team Handbook and organisational policies.
- Seek advice from the People and Culture team when dealing with team issues to ensure consistency and fairness.
- Keep up to date with internal news and external communications and reinforce internal messaging as appropriate.

## **E) Payroll, Pensions & Other Operational Oversight**

- Responsible for the oversight and management of payroll and pension functions.
- Any other tasks as required by the Director of Finance & Supporter Services.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

## **Applying Your Christian Faith to This Role**

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting etc.
- committing to private prayer for the work associated with this role, your direct reports and closest colleagues

- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to financial management
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else

### Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

### Who You Are

**You will demonstrate the following essential criteria for this role:**

#### Calling

- Committed Christian who is completely in sympathy with the calling and mission of Open Doors

#### Competency

- Qualified Accountant - CIMA/ACCA/ACA/CCAB.
- Minimum of 3 years post qualification experience.
- Experience of analysing complex data, extract key issues, highlighting opportunities / risks.
- Ability to produce and confidently present high-quality financial information.
- Sound understanding of accounting, tax, VAT and regulatory frameworks.
- Strong experience of the production of management and statutory accounts.
- Strong budgeting and financial management skills.
- Strong reconciliation skills
- Experience of running payroll
- Highly organised with attention to detail and the ability to manage various priorities.
- Excellent interpersonal skills and ability to work with a wide cross section of people internally and externally.
- Excellent communication skills, both verbal and written.
- Strong line management experience.

#### Desirable

- Experience of managing relationships with banking providers
- Experience of working with external regulators such as the Charity Commission, Fundraising regulator, HMRC and others

#### Software Knowledge

- Strong excel skills.
- Experience working with SAGE (or equivalent) accounting system is desirable.
- Experience with SAGE payroll.

#### Character

- Able to work effectively under pressure.
- Responsible and mature outlook.
- Ability to maintain confidentiality.

#### Culture

- Commitment to Open Doors' Core Values.

**In addition, it would be beneficial for you to demonstrate the following:**

- experience of charity accounting.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.



## Our Statement of Faith

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;  
and in Jesus Christ His only Son, our Lord,  
who was conceived by the Holy Spirit;  
born of the Virgin Mary;  
suffered under Pontius Pilate;  
was crucified, died and was buried.  
He descended into hell,  
the third day He rose again from the dead;  
He ascended into heaven, and sits at the right hand of God the Father Almighty,  
from where He will come to judge the living and the dead.

We believe in the Holy Spirit;  
the holy Christian Church;  
the communion of saints;  
the forgiveness of sins;  
the resurrection of the body;  
and the life everlasting.