



Evangelical Alliance
appointment of

Finance manager



evangelical alliance
together making Jesus known





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Introduction from the general director

The Evangelical Alliance is the largest and oldest body serving evangelical Christians in the UK. Since 1846, we've been uniting Christians and making their voices heard in the corridors of power. We've also been equipping churches for mission; inspiring them to drive the spiritual, social and physical transformation of their communities.

In John 17 – the final prayer of Jesus – Christ prays: “I in them and you in me—so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me.” We believe that the unity Jesus prayed for is reflected in the church coming together, setting aside denominational differences, and working together for the gospel.

This is an exciting time to join this organisation that I'm so privileged to lead. Our annual report, included in this document, gives you a flavour of the projects, programmes and campaigns that we've been involved in over the past year and just how we are making a difference. But there is so much more to come: we have ambitious dreams.

Thank you for taking the time to consider applying for this key role. We're praying that God brings the right person to us.

Steve Clifford
General director
Evangelical Alliance

About the Evangelical Alliance

The Evangelical Alliance joins together hundreds of organisations, thousands of churches and tens of thousands of individuals for the sake of the gospel. Working across the UK, with offices in London, Cardiff, Glasgow and Belfast, our members come together from across denominations, locations, age groups and ethnicities, all sharing a passion to know Jesus and make Him known. Today our dedication to serving the church, and society at large, is as strong as ever.

Like the evangelicals who have gone before us – those who abolished the slave trade, those who reformed our justice system, those who championed education for all – we are dedicated to blessing those around us as we worship God with all that we have and all that we are.

Today it is evangelicals who are at the heart of debt counselling, street pastors, night shelters and food-banks. Today it is active evangelical faith that is making a profound difference throughout our communities for the sake of the gospel. We speak up on behalf of those who are maligned and marginalised, affirming freedoms and proclaiming the good news of Jesus in words and in action.

We love Jesus and we want everyone in the UK to be given an opportunity to know Him. We love His church, and we will do all we can to unite evangelicals, building confidence in the gospel and speaking as a trusted voice into society to see it changed for Him.

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The role of the **Finance manager**

We are currently seeking an outstanding, savvy, clear-thinking individual to manage a £2.5 million operational budget providing financial guidance and support to our senior leadership and budget holders. As the finance manager, you will lead the finance team to ensure an efficient, compliant and professional financial service. We are currently commissioning a new CRM database and your expertise will play a part in ensuring a successful delivery of the finance side of this project.

About you:

Your experience, skills and abilities

The role of finance manager requires a committed Christian who can demonstrate the following:

Your education/training:

- Qualified accountant (preferred) in a recognised body (eg ACCA, ACA, CIMA) or, in possession of an accredited accountancy qualification, and educated to degree level in a relevant field

Your experience:

- Proven experience of working in a similar role in a finance team
- Line management experience
- Previous experience in the charity sector is desirable

Your skills/abilities:

- Technical accounting knowledge
- Good working knowledge of accounting software
- Excellent computer skills with high proficiency in Microsoft Excel
- Ability to work independently and part of a team
- Ability to work to set deadlines including monthly, quarterly and annually
- Ability to be self-motivated and set own targets
- Ability to communicate well with budget holders and volunteers
- Outstanding organisational skill and good time management
- Good working knowledge of SAGE 200 is desirable

Your personal qualities:

- Excellent team player who is prepared to contribute to the overall success of the Evangelical Alliance
- Good interpersonal and communication skills
- Strong organisational and analytical skills
- Attention to detail
- Can-do attitude
- Able to take initiative and work with light supervision
- Personal integrity – evidence of a strongly held sense of commitment to openness, honesty and high standards in undertaking the role

Also:

- You will be actively engaged in an evangelical church. You will be comfortable sharing Jesus and your relationship with Him, and applying your faith to your areas of expertise. You will be expected on occasion to lead staff prayers and to pray for the organisations' work with others.
- Having read the Evangelical Alliance's Basis of Faith you'll be able to confidently say that you're an evangelical.
- You'll also be fully on board with the Evangelical Alliance's Ethos Statement and Code of Conduct.

About the role:

Job title: Finance manager

Responsible to: Finance and operations director

Responsible for: Finance administrator

Overall purpose of the role

To be responsible for the Evangelical Alliance's (including its trading company) financial operations and procedures, ensuring that all legal duties are met, that budget holders have sufficient accurate information to enable them to operate within agreed budgets and that they are acting within agreed policies. To keep stakeholders informed of organisational performance, areas of risk and future financial needs.

Key responsibilities

- To work with budget holders to produce an annual budget for review by the Finance Committee and approval by Trustees.
- To produce accurate and timely monthly management accounts, investigating any variances, identifying key risks and actions for the future.
- To produce the statutory consolidated accounts for the Evangelical Alliance and its subsidiary and manage the annual audit process.
- To maintain a forecast for the year.
- To report regularly on the finances to budget holders (both in London and the UK nations), Leadership Team, Finance Committee and Trustees.
- To prepare cashflow forecasts and other financial reports as necessary.
- To work with the Company Secretary to ensure that the Annual Report and Accounts and Annual Returns are filed with Companies House, Charity Commission and OSCR on a timely basis.
- To maintain the fixed asset register and other balance sheet schedules.
- To work with fundraisers, membership team, project managers and budget holders, and advise them on good practice and appropriate requirements for managing funds.
- To produce monthly Gift Aid claims via the database and ensure that these claims are all in line with HMRC guidance.
- To produce quarterly VAT returns and maintain an understanding of VAT implications.
- To be the main point of contact to outsourced payroll provider and ensure accuracy of monthly payroll and PAYE.
- To be responsible for banking arrangements and liaise with the bank in relation to managing banking facilities, mandates, internet banking and ensuring that the Evangelical Alliance's banking requirements are being met.
- To work with the director of finance and operations and the Honorary Treasurer to set agendas for meetings, ensuring all paperwork is distributed on time.
- To work with the director of finance and operations to maintain and develop all necessary finance policies and procedures.
- To assist the Honorary Treasurer, general director, and director of finance and operations on the overall finance strategy for the Evangelical Alliance.
- To provide close management, support and leadership to the finance team, ensuring all functions are working well.
- To proactively suggest improvements relating to the financial processes in the Evangelical Alliance.

There are some activities which apply to all members of staff and are listed below

- To further the aims and objectives of the Evangelical Alliance
- To undertake training /personal development through participation in the Evangelical Alliance's performance review programme
- To manage one's own learning and contribute to the learning of others.
- To maintain and develop the ethos of the Evangelical Alliance (refer to Ethos Statement and Code of Conduct)
- To regularly pray for the work of the Evangelical Alliance

(The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.)

2017–2018 Annual Report



HERE'S WHAT WE'VE DONE

This year has been full of highlights and blessings for the Evangelical Alliance and our members.

Across the four nations of the UK we have been encouraged to hear stories of people coming to faith and churches gaining confidence that Jesus can and does transform lives. Here's just a taster...

MISSION: The **Great Commission** website relaunched in October, winning the Premier Digital Award for best new/redesigned website 2017. By the end of the year there were over 50 powerful stories of lives being transformed by Jesus, over 200 resources equipping the church for mission, and over 90 articles all about evangelism on the site. In February we were delighted to launch the **Great Commission** in Northern Ireland.

ADVOCACY: As we strive to be a trusted voice for evangelical Christians to government and the media, we published *What kind of society?* in September, which explores the ways Christians and churches are already working to share these values in society, as well as inspires conversations about what the future might look like if we prioritise these values.

Serve Scotland, a network of organisations chaired by the Evangelical Alliance Scotland, was commended during a debate at Holyrood, where Parliament recognised voluntary work from Scottish faith groups 'produces almost £100m of economic impact' each year.

Eighty individuals who play key roles in public life in Scotland have connected with the Scottish Public Leadership course over the year, whilst the English Public Leadership year-long course received its first year intake, with 16 participants gathering in February, encouraging a generation of confident disciples of Jesus, speaking out for good and for God in all areas of culture within the UK.

UNITY: The **One People Commission** played a key role at **Movement Day**, modelling unity in ethnic diversity as well as providing preachers around the country and facilitating strategic conversations amongst leaders.

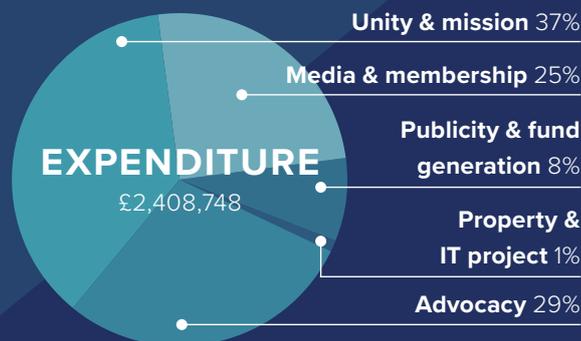
The **South Asian Forum** team led leadership training in London and the **Beyond the Doorstep** event in Birmingham on cross-cultural mission.

Over 300 delegates attended the first **Above and Beyond** conference in London, with leading experts training church leaders on good governance, charity law, safeguarding, effective communications and more.

Almost all of our initiatives are conducted in partnership and collaboration. CARE, LCF, CMF, Elim, Spring Harvest, ComRes, HOPE, New Wine Cymru, Church of England, Missional Links Wales, Tearfund, Christian Enquiry Agency, Church Advertising Network, MediaNet, New Generation Leaders, Irish Council of Churches, Scottish Christian Youth Work Forum, Release International, CSW, Open Doors, and many, many more.

Thank you, together we are making Jesus known.

FINANCIALS



Terms & Conditions and How to apply



Salary:	£38-40,000 per annum
Start date:	June 2019
Type:	Permanent
Hours:	35 hours per week
Location:	Kings Cross, N1, London
Closing Date:	28 April 2019
Interviews:	15 May 2019

To apply either [download the application form](#) and email it to hr@eauk.org or [complete our online form](#).

For an informal conversation about this role, please email hr@eauk.org and we will arrange for someone to speak to you.

All applicants must be committed to the [basis of faith](#), [vision](#) and [ethos](#) of the Evangelical Alliance.

Please read our [privacy notice](#) for details of our use of your information.

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.