



Finance and Operations Manager

Job Description

Arab World Ministries is a ministry of Pioneers International, an evangelical, interdenominational agency which works to plant churches amongst unreached people groups everywhere. The particular focus of AWM-Pioneers is the Muslim peoples of the Arab World, wherever they may be found.

This is a strategic appointment to join our AWM-Pioneers Leadership Team to ensure we sustain and improve our 'back-of-house' services in our efforts towards mission mobilisation and excellent care of our members as we mentor people of all ages in service with God to Arab unreached peoples.

It is a genuine occupational requirement for the post-holder to be a committed Christian who is in agreement with and able to sign our statement of faith.

Job Title:	Finance and Operations Manager
Contract:	Permanent, full-time role (37.5 hours per week)
Reporting to:	National Director
Job Summary:	Oversee financial and operational matters for offices of AWM-Pioneers
Salary and benefits:	£30,000-£36,000 p.a dependent on experience Life assurance 10% non-contributory pension scheme.

The AWM-Pioneers team is encouraged to explore developing a personal support network to contribute towards some of this figure.

Location: AWM-Pioneers office in Loughborough, Leicestershire.

Start Date: By April 2022

Essential Duties and Responsibilities

The Finance and Operations Manager will be prayerfully discerning and facilitative in carrying out their responsibility to:

Finance

- Manage the operation of members support accounts and other specific funds
- Manage and lead the Finance team including Finance Co-Ordinator and Finance Assistant
- Prepare, monitor, report and advise upon on budgets and other financial regulatory matters, for presentation to the Leadership Team and the Board of Trustees
- Responsible for compliance with regulations

Operations

- Oversee office and building-related matters for our premises including Health and Safety Management
- Oversee and support the implementation of our IT Strategy including our phones system and audio-visual media

Organisational

- Contribute to the strategic development of AWM-Pioneers as a member of the Leadership Team
- Undertake role of Company Secretary and attend all Board meetings (x4 Saturdays p.a)
- Participate and contribute in our daily and monthly times of prayer and worship

Specific Duties and Responsibilities

To fulfil your role as Finance and Operations Manager and Company Secretary you will be responsible for the following:

Finance

- Review and monitor member finances
- Lead on income tax, pensions (including auto enrolment), related benefits and national insurance relevant to members overseas
- Managing the administration of our member Medical Fund
- Monitor the provision of financial information to field workers, other National Offices and other partner mission organisations
- Oversee the payments of allowances, payroll and suppliers
- Monitor and maintain the systems used to transfer financial data between Payroll, Database, Accounts softwareⁱ and other data sources
- Manage online banking, banking downloads, overseas payments and charitable giving
- Provide monthly or quarterly financial reports, statistics and analysis to the Board and Leadership Team
- Produce annual accounts in conjunction with auditors in line with statutory requirements meeting SORP and Charity Commissioners requirements for the Trustees Annual Report
- Submit approved documents to Companies House and Charities Commission
- Advise on policy and management of AWM investment performance and reserve use
- Oversee preparation of annual donor statements, including Gift Aid in cooperation with the Communication Department
- Contribute to Donation Meetings facilitated by the Fundraising team

ⁱ**Notes:** Our current systems include SAGE payroll, ThankQ database and Exchequer accounts software.

Operations

- Control all aspects of property usage, contracts and maintenance and liaise with landlords as appropriate
- Ensure provision of appropriate consumables, furniture, IT and other media equipment
- Manage purchase of our annual insurances, including buildings and contents, public liability and employers' liability
- Supporting HR team in arranging our group member Medical Cover and travel insurance
- Manage out IT contract and relationship with our provider, alongside keeping our hardware and software provision current

- Working with our HR Co-Ordinator and Health and Safety Co-Ordinator to ensure good practice and legal compliance in Health and Safety
- To facilitate the good use of our office server function
- Other duties as required

Key Relationships in fulfilling these responsibilities

- Finance Co-ordinator and Finance Assistant
- AWM-Pioneers Leadership Team
- AWM-Pioneers Council (Board of trustees)
- Members
- External service providers
- Other parts of the Pioneers global family

Person Specification

Essential skills, experience and characteristics

- In order to perform this role, it is a genuine occupational requirement that he/she is a committed Christian, able to agree with the organisation's statement of faith and able to fully participate in the spiritual activities of office life
- Relevant experience or qualification in accountancy and ensure we comply with all relevant statutory requirements
- Proven record of managing people and effective management skills
- Computer literate and familiar with software systems, both accounting and report writing, with an excellent knowledge of Microsoft Excel
- Self-motivated with excellent organisational skills
- Able to work alongside others and be a team player
- Pro-active learner
- Able to take a hands on approach as well as releasing others in their roles

Desirable skills, experience and characteristics:

- Working knowledge of the Charity and Mission Agency sector
- A passion or interest for ministry among unreached people groups
- Comfortable serving in an interdenominational context
- Previous cross-cultural mission experience
- Conversant with Customer Relationship Management (CRM) systems – eg ThankQ, Beacon or Financial software eg Exchequer
- Familiarity with psychometric tools used in personal and team development such as Myers-Briggs (MBTI), Strength Finders or Five Voices
- The ability to motivate others and help them manage change