

Finance Officer

JOB DESCRIPTION

Job title	Finance Officer
Location	Swindon, and its local sites.
Department	Finance
Contract type	Permanent
Responsible to	The works under the overall management of the International Financial Director and reports operationally to the Financial Controller on a day-to-day basis.
Application deadline	
Vacancy reference	
Additional information	This post is subject to a probationary period of 6 months

Barnabas Aid is an international aid agency that gives practical support to Christians in contexts of persecution, poverty and hunger. The ministry was founded in 1993 with a focus on believers suffering discrimination for their faith. Since then Barnabas has funded projects in more than 100 countries, providing hope and help to millions of our brothers and sisters in Christ. Some of our key projects include Bibles and Scriptures, food aid, medical supplies, education and vocational training, disaster relief, help for victims of violence, and support for pastors and church leaders.

We are seeking a highly motivated and detail-oriented Finance Officer to play a key role in supporting our finance team. This is an exciting opportunity to contribute to a mission-driven organization while developing your professional skills in a supportive and inclusive environment.

Overview of the Finance Officer role and the team

The newly appointed Finance Officer will provide key financial support to the charity's finance team, assisting in the day-to-day management of financial operations. The role involves maintaining accurate financial records, processing transactions, and ensuring compliance with charity regulations. The Finance Officer will play a crucial role in ensuring the charity's finances are well-managed and support the smooth running of the charity's operations.

Main duties and responsibilities

- Financial Record Keeping –
 - Maintain accurate and up-to-date financial records, including income, expenditure, and transactions.
 - Process purchase orders, invoices, and receipts in accordance with the charity's financial procedures.
 - Assist with maintaining the general ledger, ensuring all entries are recorded correctly and in a timely manner.
- Banking & Cash Management –
 - Monitor and reconcile bank accounts, ensuring that all transactions are recorded, and discrepancies are addressed.
 - Assist with the preparation of monthly bank reconciliations.
 - Process petty cash transactions and maintain an accurate petty cash log.
- Compliance & Reporting–
 - Support the preparation of financial reports for internal use and for external stakeholders (e.g., trustees, donors, auditors).
 - Ensure financial records comply with charity accounting standards (SORP) and relevant regulatory requirements.
 - Assist with preparation for audits and support the finance team during audits.
- Other Responsibilities–
 - Assist with ad-hoc finance-related tasks and projects.
 - Respond to finance-related queries from staff, suppliers, and donors in a timely and professional manner.
 - Help to improve finance processes and systems, suggesting improvements where necessary.

Other duties

The above is not an exhaustive list of duties. From time to time, the employee may be asked or required to carry out other additional tasks, or duties, over and above their usual day to day activities. Employees are expected to work collaboratively to support the overall work of Barnabas Aid.

Knowledge, Skills and Experience

Essential

You will demonstrate strong evidence in the following areas:

Educational Background:

- GCSEs or equivalent, including Maths and English (A-C).
- A relevant financial qualification (e.g., AAT) or working towards it would be an advantage.

Skills:

- Proficiency in using automated accounts payable systems and tools
- Advanced excel skills

Desirable Experience:

- Significant relevant experience gained in a comparable role in a similar environment
- Experience in a similar role within a charity environment.
- Knowledge of gift aid processing and regulations.

Person specification

- Personal resilience and adaptability
- Attention to detail: Ensures accuracy in financial records and transactions.
- Team Player: Collaborates effectively with colleagues and supports team goals.
- Discretion and sensitivity with understanding of issues of confidentiality
- Communication Skills: Strong verbal and written communication to interact with vendors and internal teams.
- Organizational Skills: Manages multiple tasks efficiently and prioritises workload effectively
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring excellent standards of service are always maintained.
- A practising Christian, who has commitment to the values and mission of Barnabas Aid, with an understanding of Christian principles and ethics in financial management.

From time to time, additional training, including safeguarding training, may be required.

The offer of employment will be subject to the appropriate pre-employment checks such as references, qualifications, DBS criminal records, and eligibility to work in the UK.

Equality of opportunity

Barnabas Aid is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and its appropriate salary level. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, sex, or sexual orientation. However, we make every effort to employ Christian believers in all roles as an occupational requirement, due to the Christian ethos of our charity and its mission.

Barnabas Aid provides our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work collectively and individually. Join us and you will find a friendly and vibrant workplace with a positive outlook on the future.