

Financial Controller

JOB DESCRIPTION

Job title	Financial Controller
Location	Swindon, and its local sites. Off-site working or international/national travel may be required from time-to-time.
Department	Finance
Contract type	Permanent
Responsible to	The Financial Controller works under the overall management of the Chief Support Officer and reports operationally to the International Financial Director on a day-to-day basis. The Financial Controller also has key relationships with the international and regional offices.
Application deadline	06 February 2025
Vacancy reference	FC1
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.

Overview of the Financial Controller role and the team

The newly appointed Financial Controller will join the finance team and will be responsible for overseeing and managing the financial operations of the charity, ensuring that all financial transactions are accurately recorded, and that financial controls and procedures are in place to safeguard the charity's assets. This role also plays a key part in providing strategic financial guidance to senior leadership and supporting the charity's growth and development.

Main duties and responsibilities

- Financial Management & Reporting –
 - Prepare timely, accurate, and comprehensive financial reports, including monthly management accounts, cash flow forecasts, balance sheets, and income statements.
 - Lead the preparation and monitoring of the annual budget in consultation with senior management, ensuring alignment with the charity's goals and objectives.
 - Provide detailed financial analysis to senior leadership, highlighting variances, trends, and forecasts that could impact the charity's financial health.

- Financial Control & Compliance –
 - Oversee the charity's accounting systems and processes, ensuring they are efficient, accurate, and compliant with charity law, accounting standards, and internal policies.
 - Implement and maintain strong internal financial controls to protect the charity's assets, minimize risk, and ensure proper governance.
 - Manage the charity's cash flow to ensure financial stability and the ability to meet operational and project funding needs.
 - Prepare and submit all Office for National Statistics, Charity Commission, Companies House and returns.
 - Audit & Tax: Coordinate the annual audit process, liaising with external auditors and ensuring that all tax filings (e.g., VAT, Corporation Tax, Gift Aid) are submitted on time and in accordance with regulations.

- Grant & Fund Management
 - Ensure that all grants are managed and reported on in accordance with donor requirements, including preparation of grant financial reports and adherence to restricted fund reporting.
 - Oversee the accounting and tracking of restricted funds, ensuring funds are used in compliance with donor specifications.
 - Prepare reporting on funding sources for Trustees, Projects Department including trends to enhance and ensure financial sustainability.

- Team Leadership & Development
 - Supervise and develop a finance team, ensuring high levels of performance, motivation, and professional development.
 - Provide financial training and guidance to non-finance staff to ensure they understand and comply with financial policies and procedures.

- Financial Strategy & Planning
 - Work closely with senior leadership to develop and implement the charity's financial strategy, supporting long-term sustainability and growth.
 - Provide regular financial forecasts and risk assessments to inform decision-making.

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:

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- A master's degree or professional certification (e.g., CPA, ACCA, CIMA) is preferred.

Experience:

- Strong attention to detail and a commitment to delivering high-quality, accurate financial information.
- Extensive experience in a financial management role, preferably within the nonprofit sector.
- Proven experience in financial planning, budgeting, analysis, and reporting.
- Experience working in an international context, with an understanding of diverse financial regulations and cultural considerations.

Skills

- Strong leadership and team management skills
- Excellent analytical and problem-solving abilities
- High proficiency in financial software and systems.
- Strong communication skills, with the ability to explain financial concepts to non-financial colleagues and external stakeholders.
- Ability to think strategically and offer financial insights that support the charity's long-term goals.
- High level of professionalism and integrity, with a strong commitment to the charity's mission and values.
- 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.

Desirable

- Significant relevant experience gained in a comparable role in a similar environment

Person specification

- Personal resilience and adaptability
- Discretion and sensitivity with understanding of issues of confidentiality
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring excellent standards of service are always maintained.

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, religion or belief, sex, or sexual orientation.

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.