



**Wycliffe  
Bible  
Translators**

## ***Accountant & Finance Roles***

***Would suit:*** Someone with experience in finance, interested in working in a cross-cultural environment. We have a range of roles from officer level to senior management.

***Salary:*** £15,000-£60,000 in personal support (Please note we don't pay salaries to our Wycliffe members. Our members raise financial and prayer support for their work from churches, friends and grant making trusts.)

***Location:*** We have a range of roles both home based in the UK and overseas.

***Hours:*** Full-time or part-time. Permanent.

***Closing date:*** Ongoing

***How to apply:*** See [below](#).

## ***Job description***

### ***Welcome from our Executive Director, James Poole***

**Wycliffe Bible Translators is a dynamic organisation with a big vision – a world where everyone can know Jesus through the Bible.**

1 in 5 people worldwide still don't have a Bible in their language. That's 1.5 billion people who are still waiting.

So we serve local partners worldwide as they bring God's word to their communities in the language which speaks to them best. Established in 1953, we continue to work urgently for the long-term. As a result, today more people than ever before have access to Scripture in their language.

The work of Bible translation is accelerating, with a Bible translation being completed every month, a New Testament being finished every week, and translation work starting in a new language at the rate of one every day! Our focus on training and equipping local translators, as well as the impact of cutting-edge technological developments, means that within the next 15 years we could see 95% of people having the Bible in their language (currently 80%) and 99% of people having the New Testament (currently 90%).



So if you would like to join an energetic and growing organisation and to use your knowledge and skills in work that has meaning, please read on to discover more. We would love to hear from you.

A handwritten signature in blue ink that reads "James". The signature is written in a cursive, flowing style.

**James Poole**  
Executive Director, Wycliffe Bible Translators

### ***Key responsibilities***

We have various roles that include different elements of the tasks and responsibilities below.

#### ***Responsibilities***

- **Oversee income and expenditure transactions.**
- **Manage ledgers, reconciliations and journals**
- **Payroll and pensions processing.**
- **Follow and review financial processes, procedures and policies, seeking to update them when necessary**
- **Management of others in the finance team.**

- Ensure that finances are managed effectively, that proper accounting records are kept and are in compliance with all relevant legislation and guidelines
- Liaise with external auditors as required
- Look to make effective use of information technology in all activities

### ***Person specification***

<b>Experience and knowledge of:</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a similar role	✓	
Experience of risk management in relation to day-to-day transactions and activities		✓
Experience of various accounting software packages		✓
Experience of producing complex reports using multiple sources		✓
Experience of preparing management and year end accounts		✓
Experience of management, training, coaching and delegating		✓
Personal experience of cross-cultural mission		✓
<b>Qualifications:</b>		
Finance qualifications		✓
<b>Skills:</b>		
Experience of various accounting software packages	✓	
Strong skills in Excel or other spreadsheet software	✓	
High degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines.	✓	

Self-starter, able to use own initiative and work independently, but also as part of a diverse team.		✓
<b>General:</b>		
Be a committed Christian who is passionate about Jesus. (It is an occupational requirement that the post holder has a clear, personal commitment to the beliefs set out in our <u>Statement of Faith</u> .) See below: <u>Applying your Christian faith</u>	✓	
Able to work outside normal work hours as and when required.		✓
Citizenship or permanent residency in the UK or Ireland	✓	
Excellent verbal and written communications.	✓	
Professional manner with the ability to develop good working relationships internally and externally.	✓	
Willing and able to travel as required by the role.		✓

## ***Data protection***

A basic DBS Check may be requested in the event of a successful application. We take your privacy seriously and will not give your data to any other organisation for their own purposes. For more information on our privacy policy see [wycliffe.org.uk/privacy](http://wycliffe.org.uk/privacy).

## ***Applying your Christian faith***

Wycliffe Bible Translators has distinctively Christian strategic goals and operates with distinctively Christian values, motivated by our shared spiritual concern for people to know Jesus through the Bible. As such, this role has a necessary occupational requirement (as per the Equality Act 2010) that the post holder has a clear, personal commitment to the beliefs set out in our [Statement of Faith](#).

We will actively encourage and expect you to apply your Christian faith to this role. This includes:

- Participating in prayer meetings
- Committing to pray 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 operational responsibilities
- 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.

## ***How to apply***

To apply, email [join@wycliffe.org.uk](mailto:join@wycliffe.org.uk) for more information.

## ***About Wycliffe Bible Translators***

1 in 5 people worldwide are still waiting for the Bible to be translated into the language they understand best. That's 1.5 billion people!

We are working to create a world where everyone can know Jesus through the Bible. We serve local partners worldwide as they bring God's word to their communities in the languages that speak to them best.

Find out more at [wycliffe.org.uk](http://wycliffe.org.uk) and [wycliffe.org.uk/play-your-part/join/join-faqs-and-support](http://wycliffe.org.uk/play-your-part/join/join-faqs-and-support)