



**Wycliffe
Bible
Translators**

Finance Apprentice

Would suit: A detail-oriented, proactive, and values-driven individual eager to support the financial operations of Wycliffe Bible Translators. This role calls for someone who thrives on accuracy, collaborative teamwork, and contributing to a mission-driven organisation, ensuring sound financial stewardship that directly supports our global vision.

Salary: £18,000-23,000

Location: Home-based, with some in-person team meetings (around once per month) and monthly whole staff team days

Hours: 37.5 hours per week, with 6 hours per week allocated to accounting studies and learning. 2 year fixed term contract with the potential for progression or extension subject to successful completion of exams.

Reporting to: Steve Westwood, Finance Manager

Apprenticeship details: Assistant Accountant (level 3) with Accountancy Learning Ltd.

Closing date: Wednesday 1 April at 9am

Interview date: Tuesday 14 April, in Oxford

How to apply: See [below](#)

Benefits:

- 33 days' annual leave, including bank holidays (pro-rata)
- Employer pension contributions up to 7.5%
- Fully employer-funded life assurance
- 24/7 employee assistance programme for emotional and practical support
- Family-friendly employer
- Monthly whole staff team days, usually held in Oxfordshire or the Chilterns (expenses covered)

- Hot-desking facility at Oxford office
- Fully paid-for professional development opportunities.

Job description

Welcome from your potential manager

Are you passionate about developing your career in accounting? If so, I want to hear from you...

We are a dynamic organisation with a clear vision to create a world where everyone can know Jesus through the Bible. This includes looking to God to double our fundraised income by 2026. Part of our responsibility in this is to make sure we are good stewards of the resources we've been entrusted with.



The Finance Apprentice role will suit someone who is organised, pays attention to detail and enjoys contributing their ideas and experience as part of a team. We are eager to support your development, and will be partnering with Accountancy Learning to deliver the **Assistant Accountant (level 3)** apprenticeship.

I joined Wycliffe Bible Translators in 2021 after spending over ten years working in a range of different charities across the UK. I enjoy the opportunity to be a part of the Bible translation movement, enabling people across the world to know Jesus, by ensuring that our finance systems and processes work effectively and efficiently. I have really appreciated the support and encouragement of the team as I have progressed my accountancy studies during my time at Wycliffe and I am committed to supporting you as you come into this role. Particularly given that we work remotely, the team support and opportunities to ask questions are vital.

If you are interested in exploring this opportunity, I would be delighted to speak with you and answer your questions.

Steve

Steve Westwood

Finance Manager

Key responsibilities

The Finance Apprentice will provide essential support to the finance team, ensuring smooth financial operations. Key duties will include:

1. Financial Record Keeping and Processing:

- Collecting and inputting data from a range of sources into the financial system and reports.
- Maintaining accurate financial and accounting records.
- Processing gift aid information and helping to prepare claims to HMRC.
- Preparing journals relating to members and arranging the disbursement of funds to members and projects.

2. Reconciliations and Reporting Support:

- Assisting with bank and other control account reconciliations to ensure data accuracy.
- Supporting the preparation of monthly and annual financial reports and statements.
- Assisting with the delivery of relevant financial information to colleagues across departments (including assisting with business partnering).
- Helping to prepare member income statements and supporting members with queries relating to their accounts.

3. Administrative and Team Support:

- *Providing a wide range of finance support, addressing finance-related queries and providing godly service to members and partners.
- *Developing communication skills and building relationships with colleagues and other stakeholders, including praying with colleagues about the work of the finance team.
- Keeping up-to-date with Departmental issues and organisational communications.
- *Applying biblical principles of godly stewardship to daily work, ensuring compliance with policies and procedures (including anti-money laundering, GDPR, fraud and cyber-security)

4. Other responsibilities

- *Participate in and occasionally lead daily staff prayer meetings.
- Undertaking other duties, projects, and responsibilities as required by the finance team.

Person specification

Experience and knowledge of:	Essential	Desirable
Working in a finance or accounts department		✓
Basic accounting principles and procedures		✓
Qualifications:		
A commitment to pursuing an accounting qualification (AAT Level 3)	✓	
GCSE Grade C/Grade 4 or above in English and Mathematics (or equivalent)	✓	
Skills:		
High degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines	✓	
Experience of working with Google Docs, Sheets (or equivalent – Excel, Word, PowerPoint etc) Competency with standard office software	✓	
Excellent attention to detail and a high level of accuracy in data entry and record keeping	✓	
Professional manner with the ability to develop good working relationships internally and externally, while working remotely	✓	
A proactive and adaptable approach, willing to learn and take on new responsibilities	✓	
Excellent verbal and written communications	✓	
Experience of using accounting software and databases (we use SunSystems and Salesforce)		✓
General:		
It is an occupational requirement of this role that you have a clear, personal commitment to the beliefs set out in our	✓	

Statement of Faith and Doctrinal Position Statement. See below: Applying your Christian faith *		
*A strong commitment to the vision, mission, and values of Wycliffe Bible Translators	✓	
Able to work outside normal work hours as and when required	✓	
Right to work in the UK, and UK based	✓	
Willing and able to travel as required by the role		✓

A basic DBS check may be requested in the event of a successful application.

Data protection

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.

Applying your Christian faith

The Christian faith is central and foundational to all that Wycliffe does, and in why we work, what we do, and how we work. As a result, all roles within Wycliffe are assessed as to whether they require the postholder to be a Christian who has a clear personal commitment to the beliefs set out in our Statement of Faith and Doctrinal Position Statement. Where this is found to be a legitimate and proportionate requirement, the role will carry an Occupational Requirement as per the Equality Act 2010.

This role you are applying for carries an Occupational Requirement due to the key responsibilities and person specification set out above, marked with an asterisk (*). As a result, we would expect you to:

- Commit to upholding historically accepted biblical standards of behaviour in all aspects of life as laid out in our Statement of Faith and Doctrinal Position Statement (which will be shared with you if you are invited to interview)
- Commit to [our values](#)
- Commit to prayer – we depend on God for all that we receive and all that we are able to do and achieve. No matter whether we are out and about interacting with supporters or partners, or in the office making sure the organisation continues running, we wouldn't be able to achieve it without God. So prayer is included as a regular part of our team meetings, and all members of staff at Wycliffe are expected to actively participate in, and take turns leading, staff prayer meetings held each working day

- Be able and willing to give account of a living faith in Jesus Christ within settings and contexts appropriate to day-to-day responsibilities
- Provide evidence of regular participation in the life of a local church.

As part of the application and interview process, we will be asking for supporting evidence and information so that we can consider whether you fulfil this Occupational Requirement. This may include (but isn't limited to) a reference from a church leader, an ability to articulate your Christian experience, a commitment to our Statement of Faith, Values and Doctrinal Position Statement, as well as questions to probe these areas at interview.

How to apply

To apply, visit our [careers site](#) and complete the short online application, attaching your CV and a covering letter (no more than two pages) summarising why you're applying, how you meet the person specification, and telling us about your personal Christian journey and church involvement.

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. Read more in our [guide for potential job applicants](#) or [watch this video to see what our staff say about working here](#).

Statement of Faith

1. We believe the Bible, the inspired word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.
2. We believe in one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.
3. We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.
4. We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; he demonstrated God's love for sinners by suffering the penalty

of death in their place, rose bodily from the dead and ascended to heaven where he intercedes for his people.

5. We believe all who repent and trust in Jesus Christ alone as Lord and Saviour are, by the grace of God, declared to be right with him, receiving forgiveness and eternal life.
6. We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.
7. We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from him.
8. We believe in the Holy Spirit who imparts new life to those who believe in Christ; through his indwelling presence and transforming power he gives assurance and equips believers for holy living and effective service.
9. We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.