



gfa
world



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GFA World is a company limited by guarantee, registered in England and Wales.
Company Number: 03433617 Charity Number: 1064738

Operations, Finance & Compliance Manager

Reporting to: Chief Operating Officer
Location: 122 Braymere Road, Peterborough, PE7 8NB (On-site work)
Weekly Hours: 40 hours per week (08.30 AM to 5.30 PM, Monday to Friday)
Salary: £32,500 p.a.
Annual Leave: 28 days annual leave inclusive of bank holidays

WHY THIS ROLE MATTERS

GFA World's mission is to help people know Jesus and experience His love in places where there is little or no Christian presence. Every donation, prayer, event, communication, and ministry activity relies on strong systems and faithful stewardship behind the scenes.

This role helps ensure that GFA World remains financially sound, legally compliant, operationally effective, and a healthy place for staff to serve. You will help steward the resources entrusted to us by our partners, support the staff who carry out the ministry, and maintain the systems that allow our work to grow sustainably.

As a small and highly collaborative team, we do not have separate departments for finance, human resources, compliance, facilities, health and safety, or operations. Instead, we rely on people who are willing to take ownership, learn new things, solve problems, and help strengthen the organisation wherever needed.

This role is ideal for someone who enjoys creating and improving systems, spotting gaps, and ensuring that important things do not fall through the cracks.

OCCUPATIONAL REQUIREMENT

As a result of our Christian ethos, this post is covered by an Occupational Requirement under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to:

- Be a practising Christian and active member of a local church.
- Subscribe to GFA World's Statement of Faith and the Nicene Creed.
- Demonstrate a personal commitment to our Mission and Core Values.
- Participate in and lead Christian prayer as part of normal organisational life.
- Work effectively with Christians from a variety of denominational backgrounds.

WELCOME TO

Since 1979, we have been committed to serving the “least of these” in Asia and Africa, primarily in places where no one has ever heard the name of Jesus, so that those still waiting can experience the love of God for the first time. Today, **nearly 3 billion people remain unreached**, meaning they have little to no opportunity to ever hear the name of Jesus. Every single day, an estimated 70,000 people die without ever hearing His name, underscoring the urgency of this mission.

We are partnered with national missionaries serving as the hands and feet of Christ in Asia and Africa, children in poverty and suffering, and community development initiatives helping families in need of care or during disasters.

As a Christian missions order we are a small organisation, but we are deeply committed to doing our work with excellence, faithfulness, and care in everything we do. We function as a community, and **by joining GFA World you'll be joining a family that does life together**—journeying toward Jesus, living for eternity, and making a difference for some of the poorest and most afflicted people on earth in Christ's name.

Our Mission

*We exist to ensure **no one dies without knowing the love of Christ** and give people the chance to experience a transformed life in Christ by partnering with **national missionaries** to bring the gospel to communities still waiting to hear His name.*



Our Core Values



KNOWING THE LORD JESUS MORE FULLY & INTIMATELY

Daily spend the early morning hour with Jesus | Systematically read and meditate upon His Word | Maintain close fellowship with Him through the day | Seek His approval and depend upon Him to lead



BEING A PEOPLE OF INTEGRITY AND EXCELLENCE

Develop a sharp conscience that results in pure motives | Take responsibility for choices and actions | Live a disciplined life | Use time, money and resources as the Lord's steward | Strive for excellence in quality and quantity | Have proper manners and think before you speak | Listen well



LIVING IN SUBMISSION TO GOD'S WORD

Daily read and study the Bible | Ask God to speak to you through the scriptures | Know good doctrine and act upon it | Pursue and maintain well-rounded Bible knowledge | Readily find and claim scripture in trials and needs | Recognise, respect and claim God's authority | Be a doer of the Word by faith and receive His promises



BEING A PEOPLE OF FAITH

Add faith to Bible knowledge | Memorise, meditate upon and believe God's Word | Walk by faith, not by sight | Respond in faith instead of fear | Rest in the promises of God alone | Depend on Him to meet all needs | Remember faith is not against reason but beyond it | Look for opportunities to act in faith in all situations



BEING A PEOPLE COMMITTED TO PRAYER & WORSHIP

Pray individually and corporately for local and global needs | Have a consistent habit of adoration, confession, thanksgiving, supplication, and intercession | Constantly be aware of God's presence through conversation with Him | Coordinate and conduct prayer times with organised topics



HAVING A SERVANT LIFESTYLE

Become a servant to become Christ-like | Provide liberation and security by not seeking things for self | Be sensitive and take initiative to quietly meet the needs of others | Give honour and dignity to all –even to the lowliest | Take the last seat; do not seek attention, honours or self-promotion | Respectfully submit to Authority



BEING A PEOPLE OF GRACE AND LOVE

Practise repentance, confession and forgiveness in relationships | Love, care for, esteem and encourage others daily | Seek the positive in others and refuse to listen to negative reports | Control the tongue! Do not gossip | Do not judge others | Quietly, gently restore others when they fail | Give others freedom to choose, to find and to return



SERVING SACRIFICIALLY

Be effective for the Kingdom through sacrifice | Willingly, actively and sacrificially serve others | Cheerfully share from personal resources | Persevere in difficulties | In lack, respond with love and wisdom | Pay the price to preach the gospel to the lost, that they might be saved.



BEING A PEOPLE SOLD OUT TO WIN THE LOST AT ANY COST

Focus upon the Lord's love and burden for the lost | Think of eternity | Actively seek to share the love of Christ | Carry and distribute tracts | Communicate vision and concern for world missions | Pray for labourers and help meet that need | Be willing to go anywhere regardless of the sacrifice to reach the lost



WORKING TOGETHER WITH THE BODY OF CHRIST

Evaluate the strengths and weaknesses of local culture | Respect and appreciate other cultures and organisations | Respect church leadership and value all who belong to and serve Christ | Support and pray for other organisations and ministries | Value working together in love as a body, resulting in synergy | Together serve the King and work to expand his Kingdom

Operations, Finance & Compliance Manager



YOUR RESPONSIBILITIES

Finance & Accounting (25%)

- Maintain online accounting system (QuickBooks Online) and other related financial systems.
- Maintain and improve accounting structures, nominal ledger, and chart of account.
- Review, maintain, and automate transaction processing workflows.
- Upload and reconcile donations and other financial transactions.
- Complete monthly and quarterly reconciliations.
- Process payroll and maintain payroll records.
- Oversee pension administration and HMRC submissions.
- Prepare budgets and reports in collaboration with leadership.
- Monitor actual performance against budgets and identify variances.
- Assist with year-end processes and external audits.

People & Culture (25%)

- Administer HR system (Employment Hero) and maintain accurate staff records.
- Coordinate recruitment, onboarding, and off-boarding processes.
- Maintain employment documentation, contracts, and policies in accordance with GDPR.
- Coordinate staff training and professional development records.
- Support performance review and appraisal processes.
- Help preserve and strengthen GFA World's mission, values, and staff culture.
- Assist staff and managers with HR-related administration and processes.

Compliance & Governance (25%)

- Maintain awareness of relevant employment, charity, and workplace regulations.
- Review organisational policies and recommend updates where needed.
- Maintain compliance records and organisational documentation.
- Support legal and regulatory compliance requirements.
- Coordinate organisational risk assessments.
- Maintain the health & safety master file and supporting records.
- Carry out routine health and safety tests.
- Organise mandatory health and safety trainings and checks.
- Maintain incident records and compliance documentation.
- Help ensure a safe working environment for staff and visitors.

Operations, Finance & Compliance Manager



YOUR RESPONSIBILITIES

Operations & Facilities (25%)

- Maintain the smooth day-to-day operation of the office.
- Order office supplies and consumables.
- Manage office equipment and coordinate repairs when required.
- Liaise with contractors, service providers, and suppliers.
- Manage office keys, alarms, access systems, and security procedures.
- Support office refurbishments and workplace improvement projects.
- Identify opportunities to improve organisational systems, processes, and ways of working.
- Take ownership of operational issues and see them through to completion.

CHRISTIAN COMMUNITY LIFE

GFA World is a Christian ministry, and prayer is central to who we are and how we serve.

All staff participate in regular corporate prayer as part of normal organisational life. These times include reading Scripture, sharing thanksgiving, and praying for the needs of the ministry, our staff, and the mission field.

The successful applicant will be expected to actively participate in these prayer times and, on occasion, lead them.

As with all roles at GFA World, staff are expected to support the spiritual life and mission of the organisation through prayer, service, and Christian fellowship.





We recognise that, to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture. But if you don't meet them, get in touch anyway! You may be more awesome than you realise.

Required

- You are a practising Christian with active involvement in a local church.
- You have a heart for helping people know Jesus, even if your role is primarily office-based.
- You care about serving people in some of the world's most underserved communities.
- You are willing to support the mission in whatever practical way is needed.
- You have experience in accounting and human resources administration.
- You are comfortable working with financial systems, spreadsheets, and IT software.
- You are naturally organised and detail-oriented.
- You enjoy creating order, systems, and clear processes.
- You take ownership of problems rather than waiting for someone else to solve them.
- You are comfortable researching unfamiliar topics and learning independently.
- You can manage multiple responsibilities and priorities simultaneously.
- You communicate clearly and professionally in both written and spoken English.
- You can work independently while also contributing positively to a team.
- You are comfortable handling confidential and sensitive information with discretion and integrity.

Desirable

- Experience with QuickBooks Online.
- Experience with Employment Hero or similar HR software.
- Experience processing payroll and administering workplace pensions.
- Experience preparing budgets or monitoring budget performance.
- Experience maintaining policies, compliance records, or organisational documentation.
- Experience coordinating staff training and maintaining training records.
- Experience with health and safety administration, risk assessments, and workplace compliance.
- Experience within a charity, church, ministry, or values-driven organisation.
- Experience identifying and improving organisational systems and processes.



GFA WORLD'S STATEMENT OF FAITH

WE BELIEVE:

- That the Bible is the inspired and infallible Word of God, given to us by the Church – “the pillar and ground of the truth” (1 Timothy 3:15).
- The Nicene Creed to be the official Creed of the Holy Church.
- In one God, Creator of all things, eternally existing in three persons: Father, Son, and Holy Spirit, and that these three are co-eternal and of equal dignity and power.
- In the deity of Jesus Christ; His miraculous conception by the Holy Spirit; His virgin birth; His sinless life; His death on a cross; His bodily resurrection; His ascension to the right hand of the Father; and His personal, imminent return.
- That man was created by and for God; that by man's disobeying God, every person incurred spiritual death, which meant they were no longer in communion with God, and physical death was the consequence; and that all people are given the option of being redeemed and restored to God.
- The Lord Jesus Christ died for our sins and that all who believe in Him are declared righteous because of His victory over death and are, therefore, in right relationship with God.
- Salvation means far more than being “saved from sin; we are saved for sonship, to be divinely adopted sons and daughters of God. Forgiveness is the precondition for God's greater gift, the gift that will last beyond our death: the gift of divine life” (1 Corinthians 15:3-7).
- Believers in Christ are destined to share in the life of the Holy Trinity. Sharing in the life of God, as God has shared in our humanity (1 Peter 1:4).
- In the present ministry of the Holy Spirit indwelling all believers and thus enabling and empowering the life and ministry of the believer.
- In the bodily resurrection of everyone who has lived, the everlasting blessedness of those in right relationship with God, and eternal separation for those who have rejected God's forgiveness in His Son.
- The sacrament of marriage to be ordained by God as a holy union between one man and one woman as biologically defined at birth.

THE NICENE CREED

We believe in one God, the Father Almighty, maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made; being of one substance with the Father, by whom all things were made. Who, for us men and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate. He suffered and died and was buried; and the third day He rose again, according to the Scriptures, and ascended into heaven, and sits at the right hand of the Father; and He shall come again, with glory, to judge the living and the dead; whose Kingdom shall have no end.

And we believe in the Holy Spirit, the Lord and Giver of Life; who proceeds from the Father; who with the Father and the Son together is worshiped and glorified; who spoke by the prophets. And we believe in one, holy, catholic and apostolic church.

We acknowledge one baptism for the remission of sins; and we look for the resurrection of the dead and the life of the world to come.

Amen

