

**Senior Accountant at AIM’s UK Office, Nottingham**

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| **Summary Job Description:**  The successful applicant for this position will join the Finance Team of AIM International and:   * lead and manage the Finance Team * prepare annual budgets * prepare statutory and management accounts * influence financial strategy * set financial policies * participate in office prayer and devotional times | **Summary Person Profile:**  The successful applicant for this position will:   * be a committed evangelical Christian, with a heart for world mission and a desire to play a part in building Christ-centred churches among all African peoples * be committed to personal godliness and have a high level of integrity * have previous experience of working in a finance capacity, undertaking a range of responsibilities * have excellent communication, interpersonal, numeracy, literacy and IT skills * have wide experience and competence in using Microsoft Excel, Word and Outlook * have a methodical and precise approach to work * learn quickly * have a flexible approach to work * be a good team player |

**Remuneration and benefits:**

The salary is negotiable (£30,000 - £33,000 per annum for a 35 hour week). The annual leave allowance is 33 days per annum (including bank holidays). A pension scheme exists and the payment of employer contributions will commence in the first month of employment. A relocation package is available, subject to qualifying criteria being met.

AIM International is a faith organisation and it is recognised that people who work with us are called by God to do this ministry before the Lord.

AIM International is the European Mobilising Region of Africa Inland Mission International, a non-denominational mission organisation with an emphasis on church planting and leadership development ministries among the churches and people of Africa.

Applicants for a post with AIM International will be required to show that they have the aptitude, training and experience relevant to the advertised vacancy.

Within the terms of the Equalities Act 2010, it is an Occupational Requirement that the successful candidate should agree with and sign AIM International’s Statement of Faith (Appendix A) on appointment, and thereafter on an annual basis.

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals.  Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post.  Please visit <http://www.ukba.homeoffice.gov.uk/> for more information.

**To apply:**

* Please send a covering letter explaining why you would be a good fit for this role, referencing the Job Description (Appendix B) and Person Specification (Appendix C), together with a copy of your CV, to: Julie Bailey, Personnel Manager, at [applications.eu@aimint.org](mailto:applications.eu@aimint.org) to arrive by **12 noon on Monday 14th June 2021.**
* Please include a signed copy of our Statement of Faith (Appendix A).
* In order for us to acknowledge receipt of your application please provide us with your preferred email address on the application form.

First round interviews are planned for **Monday 21st or Tuesday 22nd June**, with second round interviews planned for **Monday 28th or Tuesday 29th June**. Interviews will take place on Zoom. Short listing will take place on **Wednesday 16th June**. Please note that we will not contact you as to whether or not you have been selected for interview until after short listing has taken place.

A Basic DBS check will be requested for the successful candidate.  Having a criminal record does not necessarily bar anyone from working with us.  This will depend on the nature of the position and the circumstances and background of the offence(s).  If you have a criminal record, details should be sent under separate confidential cover to the Personnel Director at [personneldirector.eu@aimint.org](mailto:personneldirector.eu@aimint.org).

A copy of our policy on the Recruitment of Ex-Offenders may be obtained on request.

**PRIVACY POLICY**

Africa Inland Mission International, a company limited by guarantee (04598557), a registered charity in England and Wales (1096364) and a charity registered in Scotland (SC037594) is the Data Controller for the personal data of job applicants.

For the purposes of recruitment for AIM posts our lawful basis for processing your personal data is our legitimate interests in administering the recruitment process, reviewing candidates’ suitability for a post and in seeing vacancies filled by letting individuals know of other AIM posts that may be of interest to them. A copy of our legitimate interest assessment is available upon request. Should you not wish to be contacted about future AIM vacancies that we believe may be of interest to you then please inform us by emailing [applications.eu@aimint.org](mailto:applications.eu@aimint.org)

The GDPR provides rights to individuals whose personal data is processed by AIM; specifically the right to be informed, the right to access data we hold about you, the right to object to direct marketing, the right to object to processing carried out on the basis of legitimate interest, the right to erasure (in some circumstances), the right of data portability, the right to have your data rectified if it’s inaccurate and the right to have your data restricted or blocked from processing. For more information please visit <https://eu.aimint.org/privacy/>

We do not trade personal data for commercial purposes and will only disclose it if required by law, as part of our legitimate interests, or with your consent. Your personal data will only be accessible to individuals employed by AIM and will be held on our secure servers; it will not be transferred outside of the European Economic Area (EEA) at any time.

Any correspondence/application forms/cover letters/aptitude tests/interview notes/feedback or any other material (whether paper or electronic) relating to the position will be kept by AIM for a period of twelve months from the date the post is filled and then securely destroyed. Information relating to the successful applicant will be moved to their personnel file and retained for a period of six years from the date their employment ceases.

**APPENDIX A – STATEMENT OF FAITH**

1. The unity and trinity of God, eternally existing in three co-equal Persons: the Father, the Son and the Holy Spirit.
2. God the Creator and Preserver of all things, who created man, male and female, in His own image, and gave them dominion over the earthly creation.
3. The deity and humanity of God the Son, the Lord Jesus Christ, who, being very God, also became man, being begotten of the Holy Spirit, born of the Virgin Mary, was crucified, dead and buried, was raised bodily from the dead, and ascended to the right hand of the Father, whose two natures continue eternally and inseparably joined together in one Person.
4. The deity and personality of God the Holy Spirit, and the necessity of His work to make the death of Christ effective to the individual sinner, leading him to repentance towards God and faith in the Lord Jesus Christ; and in His ministry, dwelling permanently within and working through the believer for godly life and service.
5. The divine, verbal inspiration, infallibility and inerrancy of the Scriptures of the Old and New Testaments as originally given, and their absolute and final authority in all matters of faith and conduct.
6. The human sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
7. The sacrificial death of our Representative and Substitute, the Lord Jesus Christ, the incarnate Son of God, by the shedding of whose blood atonement was made for the sins of the whole world and whereby alone men are redeemed from the guilt, penalty and power of sin.
8. The necessity of the new birth as the work of God the Holy Spirit, to be obtained only by receiving the Lord Jesus Christ as Saviour; that men are saved by grace through faith, not by works.
9. The security of the believer, based entirely on the atoning work of the Lord Jesus Christ, whereby, as a born again child of God, he has assurance of salvation and has the right to all the privileges of the sons of God.
10. The responsibility of the believer to maintain good works, and to obey the revealed will of God in life and service, through which eternal rewards shall be received.
11. The True Church, whose Head is the Lord Jesus Christ, and whose members are all regenerate persons united to Christ and to one another by the Holy Spirit.
12. The observance of the ordinances of Baptism and the Lord's Supper as appointed by the Lord Jesus Christ.
13. The supreme mission of the Church as being to glorify God and to preach the gospel to every creature.
14. The personal and visible return of the Lord Jesus Christ.
15. The resurrection of the body.
16. The eternal blessedness of the saved and the eternal punishment of the lost.

**Declaration**

I confirm that I accept the above Statement of Faith.

Signed: Date:

**APPENDIX B – FULL JOB DESCRIPTION**

**JOB TITLE**: Senior Accountant

**PLACE OF WORK:**  European Office, Nottingham (flexible and home working will be considered, but a minimum of 2 days/week during core working hours will be required in the Nottingham office)

**HOURS OF WORK:** 35 hrs/week

**RESPONSIBLE TO:** European Director

**JOB SUMMARY:**

To provide financial leadership to the Finance and Operations Team, to take responsibility for the organisation’s operational finances, and to assist the Leadership Team on matters relating to financial strategy.

**CORE TASKS:**

1. **Financial Leadership**

* Line management of the finance team, ensuring that they are appropriately motivated and developed to ensure they are able to undertake their responsibilities to the required standard
* Attend Leadership Team meetings as requested

1. **Annual Budget**

* Be responsible for the preparation of the annual budget from the organisation’s strategic plans for submission to the Leadership Team and Board, and oversee its implementation and management

1. **Financial Reporting**

* Be responsible for all aspects of the internal and external financial reporting, providing timely financial information together with reports and recommendations to reflect the financial activity of the organisation and to support and facilitate strategic decision making
* Be responsible for the preparation of the annual accounts and Trustees’ Annual Report, including filing accounts in accordance with requirements of UK Charity and Company Law
* Review the organisation’s audit arrangements, and ensure the annual audit is completed satisfactorily, liaising with auditors as required

1. **Financial Strategy**

* Assist the Leadership Team in developing strategic organisational financial policies, including reserves and investments, in order to deliver the charity’s objectives and ensure the organisation’s long-term financial sustainability
* Assist the Leadership Team to formulate, develop, monitor and evaluate the organisation’s financial strategies to optimise progression towards the charity’s objectives

1. **Financial Systems, Policies and Procedures**

* Maintain and develop operational financial systems, policies, procedures and controls to comply with UK legislation and accounting standards, and to ensure a high standard of financial management and ethics
* Implement decisions made by the Leadership Team on the organisation’s salary, pension and other employee related schemes
* Oversee the organisations banking arrangements, and review when appropriate

1. **Donations and Supporter Communications**

* Transferring donation data monthly from the supporter database to the accounting system
* Closing missionary and project accounts and redistributing funds (if applicable) at the end of their service, according to donors’ wishes

1. **European Office Activities**

* Participate in, and lead on a rota basis, daily Office Staff Devotions and Prayers. To include Bible reading, commentary, and prayer for AIM’s goals, Unreached People Groups, overseas missionaries, and European-based staff
* Participate in Staff Conferences and other events organised by the European Director

1. **General Responsibilities**

* Working within legal, charity and organisational guidelines
* Maintaining an active interest in the wider ministries of AIM International
* Promoting externally the aims of AIM International, as appropriate for your particular skills and responsibilities, and within your spheres of influence
* Other duties as requested by the European Director

**APPENDIX C – PERSON SPECIFICATION**

| **Attribute** | **Essential** | **Desirable** |
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| **Education and Qualifications** | * 5 A\*-C GCSEs or equivalent, including maths and English Language * 3 A-levels or equivalent, or an ability to demonstrate experience in a relevant employment context | * Educated to degree level or equivalent * Professional accounting qualification * Postgraduate qualification in charity finance |
| **Work Experience** | * At least 3 years in a finance role * At least 3 years in a role leading, managing, and developing other staff * Wide experience and competence in using Microsoft Office, particularly Excel, Word and Outlook * Experience of using databases * Production of statutory accounts, and preparing financial records for audit * Preparation of budgets, management accounts, and financial reports * Presentation of financial information to non-finance professionals * Analysis of financial data to make business recommendations and decisions * Setting, development, and implementation of financial systems and policies | * At least 3 years in a finance role within a charity * Production of statutory accounts for a charity * Familiarity with charity law * Experience of implementing financial accounting systems * Experience of running a payroll |
| **Skills and Abilities** | * Excellent verbal and written communication skills, including an ability to communicate effectively in both in-person and virtual contexts. * Competence in the use of video conferencing software * Excellent numeracy, literacy and IT skills * Precise, with an eye for detail, while keeping sight of the bigger picture * Logical, analytical, thorough and methodical approach to work * Proven ability to organise and prioritise work well * Proven ability to assimilate information and become proficient in new tasks quickly * Flexible approach to work, including the ability to be able to switch quickly from one task to another when required * Proven ability to work calmly under pressure, and to meet agreed deadlines * Good team player, while able to take appropriate initiative and work independently * Ability to solve problems and to think laterally |  |
| **Personal Qualities** | * Committed Bible-believing Christian, with a heart for world mission and a desire to play a part in building Christ-centred churches among all African peoples * Commitment to AIM’s values (see Appendix D) * Commitment to personal godliness and integrity * Ambitious to serve God in this role * Willing to consider career advancement * Excellent interpersonal skills, and a high level of emotional intelligence * Self-motivated, and able to motivate and encourage others * Evidencing humility and a teachable spirit * Resilient, with a positive and realistic attitude * High level of self-awareness |  |

**APPENDIX D – AIM TEAM VALUES**

**The European Mobilising Region is committed to:**

1. **Loving Christ above all**. We love Christ above all and seek to have His attitude and the oneness in spirit and mind that come from unity with Him.
2. **Dependence on God in prayer**. We pray regularly and expectantly, believing that God will supply all our needs, including financial, personnel and strategic needs.
3. **Being generous-hearted servants of the Church and ambassadors of the Great Commission.** We understand that our mission is one part of God’s Great Commission for the global Church, and work to inspire, equip and empower local churches for cross-cultural mission.
4. **Cooperation with other organisations.** We work strategically with other like-minded organisations, sharing expertise and resources to further the spread of the Gospel.
5. **Everyone’s growth and wellbeing.** We care about the personal, professional and spiritual wellbeing of all our staff and missionaries.
6. **Respecting and supporting individuals while working within the framework of AIM’s international vision and leadership**.
7. **Glorifying God by striving for excellence.** Working to the highest standard possible, while also treating one another and ourselves with grace.
8. **A culture of openness and accountability.** We desire to have a culture of transparency, communication and accountability at all levels, where it is safe for both leaders and staff to be honest and engage in constructive conflict.