



## **Job Description**

**Job Title: Finance Officer**

**Responsible to: Finance Manager**

Fields of Life (FOL) was established in 1993. Since then it has developed substantially in both size and vision. Fields of Life is committed to sharing the Christian faith by collaborating with local communities and churches in East Africa to bring about positive change through the provision of quality education, clean water, health promotion and other community based projects.

To date, FOL have constructed 117 schools in six countries throughout East Africa, four health centres in Uganda, and have established over 600 boreholes to provide fresh water as well as health promotional initiatives, educational and teacher training programmes and income generating projects. This work is ongoing and FOL continues to be involved in many exciting and life changing projects right across East Africa.

FOL would like to invite applications from highly motivated and enthusiastic individuals with passion, vision and initiative, good interpersonal skills and high standards of accuracy for this key position within our growing team. It is an occupational requirement that the person undertaking this role is a committed Christian, subscribing to the statement of faith of FOL

The applicant will ideally be an accountancy or finance graduate or experienced finance professional with a desire to work in the charity sector within a dynamic, growing organisation. The applicant will have strong technical skills along with good interpersonal skills and the ability to work effectively as part of a team.

### **Reporting**

The Finance Officer will work closely with and report to the Finance Manager.

## **Responsibilities of the Finance Officer**

- To support the finance manager with general accounting functions such as the processing of income, data inputting onto bespoke donor care system, donation receipting, banking and managing direct debit profiles.
- To assist with the production of management accounts and other financial information / reports for senior management and Trustee meetings.
- To assist with the co-ordination of funds flow from other FOL fundraising operations (namely USA, ROI, GB).
- To assist with generating fund reports for teams and other donors.
- To assist with managing FOL donor support base and ensure that an excellent level of donor care and service is provided with timely financial feedback and reporting.
- To assist with other information management and financial administrative duties as requested.
- As and when considered necessary the post holder will be prepared to undertake other duties to meet fluctuations or priorities in work demands at Finance Manager or other senior management discretion. The post holder will also be prepared to travel on occasions and work at evenings or weekends when required.

The job description should not be considered as definitive, as changes may be required in accordance with changing operational requirements. Any changes will be set out in writing, and the post-holder is expected to co-operate with such changes to support the continued success of the organisation.

## JOB SPECIFICATION/SHORT-LISTING CRITERIA

**Job Title:** Finance Manager

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
<b>EDUCATION/QUALIFICATION</b>	Degree level qualification ideally a recently qualified graduate in accounting or finance (or equivalent professional qualification) <b>or</b> be able to demonstrate relevant experience.	
<b>AREAS OF PROVEN ABILITY</b>	<p>Strong technical financial ability.</p> <p>Strong report writing skills and can demonstrate excellent numerical and literacy skills.</p> <p>Possess good organisational, communication and interpersonal skills with a polite and professional telephone manner.</p> <p>Excellent ICT skills.</p>	Experience or knowledge of global mission.
<b>Personal Profile</b>	<p>Demonstrates Christ-centred life and work and committed to the principles, practices and ethos of FOL.</p> <p>Demonstrates a passion for overseas Christian mission.</p> <p>Ability to travel between FOL offices as and when needed.</p> <p>Ability to work effectively under pressure.</p> <p>Full driving licence which permits the post-holder to meet the requirements of the post in full</p>	

## INFORMATION FOR APPLICANTS

**JOB TITLE:** Finance Officer

**BASED:** Portadown, Northern Ireland (Head Office) with occasional requirement for travel to other regional locations throughout Ireland.

**SALARY & REMUNERATION PACKAGE:** Negotiable and dependent on qualifications / experience. The salary will be based on NJC Pay scales Scale 4 range of £17,891 - £20,138 and includes an occupational pension scheme and life assurance.

**PROBATION PERIOD:** We would draw your attention to the organisation's probationary period policy whereby your first twelve months of employment are considered as a probationary period, during which time we will monitor your overall performance to assess your suitability for the position.

The organisation has the right to terminate your employment giving one months' notice in writing, if you are considered to be unsuitable for the position.

Interested Applicants should send completed application form and cover letter to the following address:

Helen D'Arcy

Fields of Life

25 Carn Road

Craigavon

Co-Armagh

BT63 5WG

Email: [helen.darcy@fieldsoflife.org](mailto:helen.darcy@fieldsoflife.org)

Please note CV's will not be accepted or included in the application process.

Submitted application should be received by not later than **Friday 21<sup>st</sup> April 2017.**

## **Appendix - Statement of faith**

### **We believe in...**

- The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.
- The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
- The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
- The incarnation of God' s eternal Son, the Lord Jesus Christ – born of the virgin Mary; truly divine and truly human, yet without sin.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
- The justification of sinners solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The Church, the body of Christ both local and universal, the priesthood of all believers – given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
- The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

### **Evangelical Relationships Commitment**

The Evangelical Relationships Commitment is a modern re-wording of the eight Practical Resolutions originally agreed at the 1846 Assembly that launched the Evangelical Alliance. They were written to guide members in their relationships with other Christians. We hope they will help you as you build good positive working relationships in all areas of your Christian life.

### **Affirmations**

- We welcome as Christian brothers and sisters all who experience the grace of new birth, bringing them to that fear and knowledge of God which is expressed in a life of obedience to His word.
- We recognise our Christian duty of trust and mutual encouragement to all who serve Christ as Lord, not least to those who conscientiously prefer not to be identified with the same churches, alliances or councils as ourselves.
- We respect the diversity of culture, experience and doctrinal understanding that God grants to His people, and acknowledge that some differences over issues not essential to salvation may well remain until the end of time.

## **Actions**

- We urge all Christians to pray as Christ prayed, that we may be one in the Father and the Son, and so by the Spirit promote personal relationships of love, peace and fellowship within the Body of Christ, His universal Church.
- We encourage all Christians earnestly to contend for biblical truth, since only as we are open to learn from others and yield fuller obedience to the truth will we be drawn closer to Christ and to each other.
- We call on each other, when speaking or writing of those issues of faith or practice that divide us, to acknowledge our own failings and the possibility that we ourselves may be mistaken, avoiding personal hostility and abuse, and speaking the truth in love and gentleness.
- We owe it to each other, in making public comment on the alleged statements of our fellow Christians, first to confer directly with them and to establish what was actually intended. Then to commend what we can, to weigh the proportional significance of what we perceive to be in error, and to put a charitable construction on what is doubtful, expressing all with courtesy, humility and graciousness.
- We rejoice in the spread of the Gospel across the world and urge all Christians to commit themselves to this task, avoiding unnecessary competition and co-operating, wherever possible, in the completion of Christ's kingdom of peace, justice and holiness, to the glory of the one God - Father, Son and Holy Spirit.