



# Applicant Information Pack

## Finance Manager

Friends International





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## LETTER FROM THE NATIONAL DIRECTOR



Dear applicant

Thank you for your interest in the role of Finance Manager at Friends International.

Friends International grows friendship and faith with international students in the UK and Ireland.

Almost one million students come from all over the world to study in the UK every year. These students arrive eager for new experiences, yet they will also encounter many unfamiliar situations and sometimes loneliness as they try to adjust to their new home.

Unfortunately, most international students won't meet a Christian, be invited to church, or even have a significant friendship with someone from Britain while here.

Friends International envisions and equips churches, campus groups and individuals in welcoming, befriending and sharing the Good News of Jesus with international students, whatever their faith or background.

If an international student responds to the gospel while here and is discipled well, they will return home as an ambassador for Christ, a "missionary" to their friends and family. On top of this, a British university education can mean influential jobs and leadership roles for returning students. This is a strategic gospel opportunity, available to us right now!

Of the 1 million international students who come to study in the UK and Ireland each year, approximately half attend universities and half come to learn English at language schools. The latest figures (2019/20) show there were 556,625 international students in Higher Education, and around 500,000 students studying in English Language Schools.

Many of these students come from countries with little or no Christian witness, which makes their time here a tremendous opportunity for them to hear about Jesus.

We aim to partner with churches in much of what we do, so that they are encouraged and equipped to reach international students for Christ.

We hope the information in this pack will tell you enough about us for you to decide whether to apply. If what you read appeals and you would like to come and work with us, then we look forward to receiving your application.

If you would like more information about this role, you can contact Tracy Madgwick of Action Planning's Recruitment Team, who are managing the recruitment process for us at [tracy.madgwick@actionplanning.co.uk](mailto:tracy.madgwick@actionplanning.co.uk).

Thank you again for your interest in working with us,



A handwritten signature in black ink that reads "Alan Tower". The signature is written in a cursive style and is positioned above a thin horizontal line.

Alan Tower, National Director



## ABOUT FRIENDS INTERNATIONAL



### OUR VISION

#### OUR FUTURE DESIRED REALITY

“To see international students transformed by the good news of Jesus so that they fully engage with the mission of the church in the world.”

### OUR MISSION

#### OUR OVERARCHING TASK

“To work with the church to communicate the good news of Jesus to international students in both word and deed and in whole life cross-cultural discipleship.”



#### I JOINED FRIENDS INTERNATIONAL LAST YEAR...

“I heard about Friends International from so many different people involved in student ministry, and local church work, and even from students themselves! It has a wonderful reputation, and

my church strongly supported my application for the position.

Since joining, a real highlight has been watching international students develop an interest in the Bible over time and gradually grow in their faith.

Our students come from all over the globe, and sometimes have governments who are unfriendly to the gospel. I spend

time researching the religious makeup of their countries so I can communicate safely with them when they return.

I am amazed by the experience and the resources of Friends International as an organization. There is so much wisdom to draw on, and so many incredible ideas for outreach and discipleship here.

I think if anyone has an interest in international student work, they couldn't find a better group of people to work alongside!”

“...MY CHURCH STRONGLY SUPPORTED MY APPLICATION FOR THE POSITION.”

**Abigail Kawell, Staff Worker, Birmingham**





## HOW WE WORK



We aim to achieve our mission through the following core activities

1. Motivating, mobilising and equipping churches and their members to share their lives and faith in Jesus Christ with international students in their local area by:
  - Providing programmes of practical care and hospitality for international students.
  - Teaching international students the good news about Jesus Christ.
  - Encouraging, nurturing and training in their faith those who are already, or who become, Christians.
2. Discipling Christian international students in their spiritual growth in preparation for their return home and providing & developing a network of Christians in other countries committed to continuing the discipling process.
3. Producing resources to help Christians reach international students in a culturally sensitive way.
4. Running training events and conferences to facilitate the development of international student work across the UK and Ireland.
5. Promoting effective partnerships with churches & other appropriate Christian agencies to develop such ministry among international students in their area and beyond.
6. Partnering with other student-focused agencies such as UCCF, IFES, Navigators, Agape and Fusion.

### EXAMPLES OF FRIENDS INTERNATIONAL ACTIVITIES:

- Welcome Programmes to meet students as they arrive.
- International cafés.
- Outings to visit various parts of Britain.
- Social events, special meals, etc.
- Hospitality schemes.
- International women's groups.
- Mums and toddlers groups.
- Opportunities to practise English.
- Help with British culture.
- Bible studies.

### STAFF INFORMATION

As a movement Friends International is committed to **serving, equipping and guiding its workers to help prepare international students to be effective disciples throughout the world.**

Full time ministry with Friends International requires the same commitment and dedication to Christ as anyone going to serve abroad on the mission field. The leadership recognises that the physical, mental, emotional, social and spiritual demands on an individual or family can be great. Therefore, we are committed to serving our staff in every aspect of life, assisting their ability to be good ministers of the Word of God.

### LEARNING AND DEVELOPMENT

Friends International aims to provide orientation for all new staff, giving them an adequate preparation for ministry in a cross-cultural setting. Staff are encouraged to continue their development through appropriate training, conferences and individual study.

There is an annual Staff Conference which all full time staff are required to attend:

It takes place in January and offers a time of worship and fellowship with other staff, plus Affiliates, combined with relevant training. The weekend part of the conference also provides a time for families to share and meet together.

In May, Staff and Affiliates can attend a residential regional training event addressing topical issues.

### TEAM MEETINGS

Full time staff are also expected to attend Cluster meetings which take place three-five times per year. This is where the Staff of each designated area meet together for a team day. This usually includes a time of Bible study together, fellowship, information sharing, training and lunch!

### WHAT SUPPORT CAN NEW STAFF EXPECT AFTER STARTING?

Once you begin your role, you will get introductory training on day-to-day activities from your immediate supervisor, and training at national events on the wider aspects of the organisation and international student ministry.

There are also annual training days on specific topics, plus local team meetings and training days. Finally, our Head of Member Care will phone you from time to time to check how you are settling in, and to offer support to help your general well-being and work/life balance.



## OUR VALUES



### PRAYER

Prayerful dependence on God for everything we need to fulfil our mission



### BIBLE

The Bible as our authority, source of teaching and model of ministry



### CHURCH

The vital role of the local church in sharing the gospel with the nations



### PARTNERSHIP

Co-operation that honours others and gets more done than we would alone



### CARING

Caring for the whole person



### CULTURES

Giving generous respect to all cultures and aiming for cross-cultural sensitivity at all points



### SERVANTHOOD

Servanthood, openness, consultation and mutual commitment in all our relationships



### POTENTIAL

Giving all staff the opportunity to use their unique God-given gifts to their full potential





## JOB DESCRIPTION



### JOB TITLE:

Finance Manager

### RESPONSIBLE TO:

National Director

### RESPONSIBLE FOR:

Supporter Relations Administrator

### PRIMARY WORKING RELATIONSHIPS:

National Director, Regional Development Directors, other Support Centre staff, Treasurer of Board of Trustees.

### PLACE OF WORK:

Friends International Support Centre at All Nations Christian College and home-based if necessary.

### OVERALL PURPOSE:

- To lead and oversee the finance function of Friends International (FI), providing finance support to the National Director, Trustees and other senior leadership of FI;
- To manage costs and expenditures to ensure best value, and to stay within agreed budgets;
- To maintain accurate accounting records and produce monthly management reports in a timely manner.

### BACKGROUND:

This role requires the post-holder to help FI thrive financially as a Christian agency, ensuring financial policy adherence, legal compliance and good practice. Our field staff (mission) roles are personal-support funded roles, whereby staff develop mission partners and raise sufficient support for their own salary and associated employment costs from mission giving. Therefore, the post-holder walks alongside staff as they raise personal financial support for their individual international student ministries, trusting God to meet FI's financial needs, whilst exercising due financial diligence.

The post-holder will be part of a small team based at the FI Support Centre at All Nations Christian College, with the Communications, Human Resources, Operations and Supporter Relations functions. They must model and reflect the Christian ethos, mission, vision and values of FI in all aspects of the role, and be able to explain them to others, as well as accompanying other staff in prayer as they seek to raise the resources needed for ministry. There is, therefore, an occupational requirement for the post-holder to be a practising Christian in line with our ethos and statement of faith.







## ROLE SPECIFICATION



### PRINCIPAL RESPONSIBILITIES

1. To manage FI's finances on a day-to-day basis within stipulated criteria:
  - 1.1 Ensure that the Friends International finance function is managed in compliance with Companies House, Charity Commission and OSCR principles and reporting requirements – potentially in the capacity of Company Secretary.
  - 1.2 Prepare monthly salaries, with necessary deductions, and make payments to staff, and necessary returns re PAYE, NI, Statutory sick pay, etc.
  - 1.3 Calculate and make monthly payments to pension providers.
  - 1.4 Prepare and arrange all transactions (bills, electronic payments, etc.) in accordance with agreements with donors and suppliers, and within FI's procedures.
  - 1.5 Ensure that bank mandates, direct debit instructions, etc are accurate and up to date.
  - 1.6 Manage and reconcile bank accounts to maximise interest-bearing amount on deposit.
  - 1.7 Regularly review cash deposits to maximise interest income whilst taking account of investment risk and cashflow projections.
  - 1.8 Enter all transactions on accounting system and maintain monthly control account reconciliations.
  - 1.9 Process Gift Aid donations, and prepare monthly Gift Aid claims to HMRC.
  - 2.0 Review and pay staff expenses and maintain petty cash float.
2. To prepare monthly management information showing receipts and expenditures by category in a period, and against budget.
3. To prepare annual budgets.
4. To prepare annual statutory accounts and provide any information required by the external auditors.
5. To identify and advise on the development and implementation of efficient and effective financial accounting and management systems and procedures to best meet the needs of FI.
6. To support applications for funding, or reports to donors, by providing financial information.
7. To advise other staff and volunteers in relation to the financial aspects of their projects, and provide them with relevant financial advice and information.
8. To be available to Trustees, particularly the Treasurer, for input on finance issues, potentially including minute taking for Trustee and other meetings.
9. To assist other members of the Support Centre team in ensuring the smooth running of the Support Centre should the need arise.

### ADDITIONAL REQUIREMENTS:

1. To attend and contribute to team meetings, including office prayer times.
2. To work within all FI's policies and procedures, ensuring these are carried out in relation to the job.
3. To attend appropriate supervision sessions and participate in the Performance Appraisal process.
4. To attend FI conferences and events including the Annual Conference, and others as appropriate.
5. To carry out appropriate training for new staff and others on finance related issues.
6. To work with partner agencies where reciprocal financial arrangements are in place for seconded staff or similar.
7. To attend to property rental and maintenance issues as appropriate.
8. To attend to related Housing Trust finance issues.
9. To undertake other duties and responsibilities appropriate to the grade as determined by their supervisor on an occasional basis.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time, and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

If possible, we would like the post holder to raise up to 10% of their salary expenses, by engaging their church and personal contacts in the ministry of Friends International. If you are interested in applying for the role, please have a chat with Tracy Madgwick from Action Planning on 07899 665506 who will be able to provide more information and explain how this can work in practice.



## PERSON SPECIFICATION



It is a requirement of the role that the postholder is a practicing Christian and able to fully support our Statement of Faith:

Friends International agrees and adopts the Evangelical Alliance Basis of Faith. All Staff, Trustees and Branch members of Friends International are required to agree with and sign this Basis of Faith on appointment, and thereafter at three-yearly intervals, as are Reach Trainees when they start.

### COMMITMENT:

1. Wholehearted commitment to FI's mission and ethos in reaching out to international students
2. Commitment to working as part of a team to maximise the level of service provided to FI's staff, leadership team, trustees and volunteers

### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

1. Experienced at running financial aspects of a Charity, or medium sized business, without daily technical support or supervision.
2. At least 2 years' experience performing a range of finance functions, including budgeting, financial monitoring and reporting, payroll management, and working with external professional advisors and auditors.
3. AAT Level 4 or equivalent accountancy qualification, or actively working towards this.
4. A sound knowledge and understanding of accounting principles and practices.
5. A knowledge and experience of relevant financial reporting standards.
6. Knowledge and experience of a range of accounting and payroll packages, ideally including Sage.
7. A high level of computer literacy, including word processing, video conferencing and spreadsheets.
8. Experience using CRM systems e.g. Access thankQ, is desirable.

### SKILLS, ABILITIES AND ATTRIBUTES:

1. The interpersonal skills to relate well with a wide range of people (e.g. management, staff, trustees and volunteers), and to work effectively as part of a team.
2. To be able to explain policies, encourage and walk alongside staff raising financial support, and help apply key decisions about working funded hours, from a perspective of prayerful Christian stewardship and dependence on God.
3. Excellent verbal and written communication skills.
4. A high level of numeracy.
5. Excellent organisational skills, including the ability to plan work, set priorities and meet deadlines.
6. Ability and desire to be proactive and innovative for improvements to systems and procedures.
7. Excellent attention to detail, thoroughness, diligence and perseverance.



## OUR SALARY AND BENEFITS PACKAGE



### **SALARY:**

£35k to £40k pro-rata dependent on experience. There is some flexibility for the right candidate.

### **HOURS OF WORK:**

Full time hours of work are 35 hours per week.

### **FLEXIBLE WORKING OPTIONS:**

Friends International is keen to hear from candidates who would like to work either full time or part-time. The minimum weekly hours are 21 per week but we are flexible about how these hours are worked.

There is also the opportunity for home working, although we would want the postholder to be in the office a minimum of 1 day per week or two days per fortnight. There would be the opportunity to stay overnight at All Nations Christian College.

### **HOLIDAY:**

25 days plus 8 Bank Holidays.

### **PENSION SCHEME:**

There is a non-contributory pension scheme.

### **SICK PAY:**

We pay full sick pay for short term absences. Longer term absences are dealt with on a case-by-case basis. We would seek to be as supportive as possible to anyone on long term sickness absence.

### **TRAINING AND DEVELOPMENT:**

We aim to create a learning environment that enables all our employees to be proficient in their job and to feel that they make a valuable contribution to the Charity's overall achievement. You will be able to request time to train or to undertake accredited programmes leading to a qualification, or, for unaccredited training, request assistance to help you develop skills related to your job.





## HOW TO APPLY



Applications should be sent to Tracy Madgwick at [Tracy.madgwick@actionplanning.co.uk](mailto:Tracy.madgwick@actionplanning.co.uk)

Please enclose

- A full CV outlining your career history to date. Please include details of your latest remuneration and benefits.
- A covering letter giving a brief description of your faith journey and explaining why you feel you are an ideal candidate for the post.
- A completed Personal Details Form – available on the Action Planning website.

The closing date for applications is **9am on Monday 29 November**.

All applications will be considered immediately after the closing date and candidates informed if they have been shortlisted for first interview by 5pm on Wednesday 1 December.

First interviews will be conducted by Tracy Madgwick, HR Consultant, Action Planning using Zoom during week commencing Monday 6 December.

Second interviews will be held at Friends International Support Centre near Ware during week commencing Monday 13 December.



