



# Finance Manager

Play your part in identifying, equipping and developing leaders to change their communities with the hope of Jesus

You will be responsible for maintaining and developing excellent financial support for Innovista as it continues to grow

Innovista

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Innovista International is a charity registered in England and Wales (1108679) and a company limited by guarantee (5371169).

# About Innovista

Innovista exists to grow life-changing leadership in hard-to-reach and unlikely places.

When Jesus chose his first followers, he didn't pick the obvious contenders but instead opted for ordinary men and women. They were hardly the people you'd have expected to be the leaders of the early church, but nevertheless these men and women went on to achieve great things in His name.

Just as they changed their communities, so today we seek to identify, equip and develop those we think can change the communities they live in; however difficult that may be; however unlikely their leadership may seem.

Over the past 18 years we've seen the difference that this makes, for leaders overseas and at home in the UK. Join us today to help us bring hope in hard to reach places.

**We believe it can change the world.**

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## About the role – Job Description

**Reports to:** Chief Operating Officer

**Works with:** Office Administrator  
(responsible for bookkeeping)

**Location:** Innovista International, Oxford, UK or home-based with visits to the Oxford office on a regular basis as agreed with your line manager

**Hours:** 18 hours/week (flexible)

**Salary:** £33,000-£38,000 pro rata

**Occupational Requirement:** This role has an occupational requirement to be filled by a Christian under the provisions of the Equality Act (2010)

### Purpose of the role

The Finance Manager will maintain accurate financial records and provide timely management reports for a growing organization. You will contribute to effective procedures that enable us to grow and steward our resources. We hope that flexible working arrangements will allow you to give your best contribution and that you will be excited to see the results as you play a key part in maximising our impact in hard-to-reach and likely places.

### Role responsibilities

#### Income

- Oversee processing of income on Xero and ThankQ
- Liaise with the Supporter Relations team to ensure that information is shared in an efficient and effective manner for both teams
- Ensure Gift Aid records are kept up to date for all donors and process Gift Aid claims

#### Expenditure

- Oversee processing of bills, expenses and other expenditure on Xero
- Manage approvals, ensuring adherence to set procedures and authorisation levels
- Monitor aged payables and ensure payments of expenses, bills, grants and payroll are made in a timely manner

#### Payroll

- Process payroll including pensions

#### Accounts and Reporting

- Process monthly management account procedures as defined in the Finance Manual, ensuring that all tasks are completed to given deadlines

- Produce monthly management accounts for the Management Team and Trustees, and provide reports to budget managers
- Monitor expenditure against grants and ensure systems are in place to provide accurate reporting for the Supporter Relations team
- Provide ad hoc reports as required by the Management Team

### **Budget**

- Work with the COO and budget holders to produce an annual budget

### **Audit**

- Produce statutory accounts
- Manage the audit process

### **General**

- Oversee petty cash in multiple currencies, ensuring proper procedures are followed and all transactions are promptly recorded in Xero
- Input journals in Xero on a monthly basis
- Maintain a fixed assets register
- Monitor advances to staff, personal expenditure on credit cards, etc and liaise with staff regarding repayment
- Work with the COO to maintain and develop all necessary finance policies and procedures
- Assist the COO with additional duties as may be required
- Participate fully in the life of the Innovista team, including staff prayers and team training.

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## **Notes**

### **Job Description**

This Job Description is not exhaustive and changes may be required as the organisation develops. Changes to this job description will be carried out in consultation with the holder of the post.

### **Personal Development**

At the heart of our ministry is a team of exceptional people who pursue excellence in their work and personal development. Our culture expects and rewards learning, because we know that investing in our team is one of the best decisions we can make. Each staff member has a Performance & Development Plan designed to enhance job performance.

### **Confidentiality**

Any information relating to people contacted by the charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

### **Safeguarding young people**

Innovista is committed to safeguarding the welfare of young people and expects all employees to share this commitment. All appointments are subject to a satisfactory DBS check being received. The successful candidate for this post will be asked to apply for a Disclosure at the standard level. Further information about the Disclosure scheme can be found at <https://www.gov.uk/dbs>.

# About you

## Experience and qualifications

You have...

Essential

- An accountancy qualification (ACCA, CIMA or ACA) or relevant work experience
- The ability to analyse data, statistics and review budget and expenditure
- Excellent IT skills including experience of accounting packages, spreadsheets, databases and general office applications

Desirable

- Experience of working in the charity sector
- Knowledge of Xero

## Skills

You are...

- Able to communicate clearly (in writing and verbally) at all times to a wide range of audiences including international staff and those with no experience of finance

You have...

- Outstanding organisational skills and good time management, including ability to work to set deadlines

## Character

You are...

- A committed and growing Christian, passionate about mission, and in agreement with Innovista's purpose, values and statement of faith
- Open to feedback and eager to grow and develop
- Able to maintain confidentiality
- Self-motivated and able to work without supervision
- An excellent team player

In addition, you will be actively engaged in an evangelical church. You will be comfortable sharing Jesus and your relationship with Him, and applying your faith to your areas of expertise. You will be expected to participate in staff prayers and to pray for the organisations' work with others.

# Be part of the story

Across Europe, Russia and Central Asia we are identifying, equipping and developing hundreds of leaders; ordinary people who have been called to make a difference in the communities within which they live.

Closer to home, our Thrive Teams work in 3 disadvantaged communities in Oxford; identifying, equipping and developing young people to change their own futures and that of their communities. Our Youth Ministry Training equips youth workers for mission in other disadvantaged communities.

In all of these places, we work alongside the local church to bring transformation through Jesus.

Why? Because, simply put, knowing Jesus changes everything.



## **You gave us courage**

Widespread prejudice against the evangelical church in Ukraine makes sharing the hope of Jesus there a tough task.

Church leaders Andriy and Nadja know that only too well.

## **Losing heart and hope**

After years of trying to reach their community in L'viv with little success, they began to lose heart.

Their hopes were shrinking, and so was their church. They felt down, disconnected – and stuck.

Andriy shared his feelings of discouragement at a meeting of fellow pastors. Pavlo, a pastor and graduate of Innovista's Tempo Leadership Course, suggested connecting with Innovista.

Hungry for help, Andriy arranged to meet with Anatoliy to chat more about Tempo. Following their conversation, Andriy and Nadja enrolled their leadership team on the Tempo Leadership Course, which took place in L'viv. They embraced this new opportunity enthusiastically, keen to learn how to define and develop their mission, and identify – and overcome – the obstacles in their way.

## **New insight, fresh vision**

During one of the sessions, the focus of their study turned to team dynamics. This was a real lightbulb moment for the team.

'We had started the course as a group of detached and different people,' explains Andriy, 'but the life of our team was changed. Tempo brought unity and gave us courage to start new things.'

One of these was an English club. Ukraine's increasingly close links with the EU make English fluency a highly sought-after skill. Andriy and Nadja spotted this as an opportunity for connecting with local people keen to learn the language.

But they didn't stop there.

## City-wide outreach

Newly equipped with practical tools and effective ways of working together, the team decided to join with five other churches in a creative and ambitious mission project.

Partnering with a team from the US, they hired the biggest church in the city and ran a free, week-long English-teaching programme.

Over 1,000 people filled the venue.

People from across the city worked on their language skills using Bible texts, worship songs and one-to-one practice with native English speakers.

At the end of the week, anyone wanting to know more about God was invited to connect with one of the five churches.

## Daring to dream

Andriy and Nadja's little church welcomed 10 new people. That's something they would never have dreamed possible before Tempo.

'I am absolutely sure that unless we had this experience we would never have dared to start this project,' says Nadja.

These leaders no longer feel alone, but part of something much bigger. They now have the training, tools – and courage – to reach their community.



**If you are interested in using your gifts and skills to help identify, equip and develop leaders like Andriy and Nadja to change their communities with the hope of Jesus, why not apply to join our team?**

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## How to apply

To apply please download and complete the attached application form, and sign the Statement of Faith to signify your agreement with it. Submit your application form, signed Statement of Faith and a copy of your CV [here](#).

**Closing date for applications: Sunday 12 May 2019**

**Interviews are scheduled for Monday 20 May 2019**

### Still got questions?

If you have questions about this role, please contact Sarah Wilcock (COO) - [sarah.wilcock@innovista.org](mailto:sarah.wilcock@innovista.org). For any other queries regarding your application please contact Karen Buttimer (HR Coordinator) - [jobs@innovista.org](mailto:jobs@innovista.org).

We look forward to hearing from you!



Innovista

Please download this form  
before completing it

## Employment Application Form

**Your name**

**Position you're  
applying for**

**Today's date**

**Innovista International**

Meridian House  
Sandy Lane West  
Oxford  
OX4 6LB  
UK

tel.: +44 (0) 1865 788350  
[www.innovista.org](http://www.innovista.org)

Tell us about yourself

What talent, experience and qualifications do you have for this role?

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Tell us about your current job (if you have one) and why you're leaving

Why do you want to work with Innovista?

Tell us anything else that you'd like us to know as part of your application

Where did you hear about this role?

#### Referee Contact Details

Please give names and contact details of THREE people who would be willing to provide a reference for you. (Please ensure you provide an email address if possible as reference requests are normally sent by email.)

- One should be your church pastor/leader/minister or a person in a position of responsibility in your church.
- The second should be your most recent employer (or equivalent).
- The third can be anyone else who knows you well.

They must all be over 18, not related to you, and ideally have known you for at least the last 2 years.

#### Referee 1 – Church Leader

Name:

Email:

Telephone No:

Relationship to you:

#### Referee 2 – Employer / Work related

Name:

Email:

Telephone No:

Relationship to you:

Can we contact this referee before interview? Yes / No

#### Referee 3 – General

Name:

Email:

Telephone No:

Relationship to you:

I confirm that the information I have given here is correct. I undertake to inform Innovista of any changes to this information as soon as possible.

Signature

Date

E-mail

Address

Skype

Mobile

Date of birth

Postcode

**Please sign the Statement of Faith to signify your agreement with it, and send this application form to us along with your CV.**

We'll let you know if we'd like to interview you. Successful UK applicants will be required to complete an enhanced DBS check before starting their role.

## Statement of faith

Innovista is committed to the fundamental truths of historic biblical Christianity, as expressed below:

There is one, eternal God, Creator and Lord of the universe who, in the unity of the Father, the Son and the Holy Spirit, both governs all things according to God's will and is accomplishing God's purpose in the world and in the church.

The Holy Scripture in its entirety is inspired by God's Spirit through human authors and constitutes the revelation of God's truth to humanity. It is wholly true and trustworthy in all that it affirms. Whatever the Bible, rightly interpreted, is found to teach, we are bound to believe and obey. It is our supreme authority in every matter of belief and conduct.

All human beings are created in God's own likeness and therefore have inherent value and equality before God. Human sin and guilt since the fall have rendered us subject to God's wrath and condemnation and have resulted in our alienation from God's life, suppression of God's truth and hostility to God's law. God's love desires all to come to repentance and to be reconciled rather than condemned.

Salvation from the guilt, penalty and all other consequences of sin has been achieved solely through the work of Jesus Christ – his perfect obedience, substitutionary death, bodily resurrection and exaltation as Lord. Jesus alone is truly God and truly human, the only mediator between God and humanity. There is salvation through no other person, creed, process or power. Each sinner is justified before God and reconciled to God only by divine grace appropriated by faith alone.

The work of the Holy Spirit is necessary for the individual's new birth and growth to maturity. The Holy Spirit empowers and indwells the church, enabling its constant renewal in truth, wisdom, faith, holiness, love, ministry, power and mission.

There is one, holy, universal and apostolic church, which is the Body of Christ, and to which all true believers belong. The church's calling is to worship God forever and to serve God in the world.

As the Father sent the Son into the world, so the Lord Jesus Christ sends his church to participate in God's mission by words and works. In this mission the church is called: to make Christ known; to proclaim God's truth and the gospel of God's grace; to make disciples among all nations; to exhibit God's character through compassionate care for the needy; to demonstrate the reality of God's kingdom through creative and sacrificial living, the community of love, the quest for righteousness, justice and peace, and the care of God's creation.

As the Lord Jesus ascended to his Father, so he will return personally, visibly and in glory. He will raise the dead and bring salvation and judgment to final completion. God will then fully establish his Kingdom and finish the new creation – a new heaven and a new earth from which all evil and evildoers, all suffering and death, will be excluded and in which God will be glorified forever.

*Originally developed by Langham Partnership International and used with permission*

I have read and agree with the above Statement of Faith.

Signature

Date