

# Head of Finance

Do you excel at providing strategic financial guidance and managing financial operations? Are you skilled in financial strategy, forecasting, and long-term planning? Do you have a passion for leading a team and ensuring sound financial management?



## Who we are

**We are passionate about students reaching students with the good news of Jesus.**

**For over 100 years, UCCF has equipped and empowered students to discover Jesus and live for Him on campus.**

**Christian Unions (CUs) are groups of students from a range of local churches who join together to help everyone at uni engage with the life-changing message of Jesus. They are led by students, resourced by UCCF Staff Workers and supported by the local church.**

**Each year, tens of thousands of students hear the message of Christ through CU ministry. Together, we are reaching students for Jesus.**

## Our values

### **Confident in the truth:**

understanding, celebrating and defending the truth of the gospel.

### **Urgent in evangelism:**

creative, engaging and persuasive proclamation of Christ crucified.

### **Passionate about unity:**

gathering and uniting all Christians around the essential truths of the gospel.

### **Committed to the local**

**church:** believing it is the primary and lifelong place of Christian ministry and discipleship.

### **Motivated by grace:**

rejoicing in our salvation, serving one another and loving the lost.

### **Generous in world mission:**

endeavouring to give and send so as to reach the students of the world.



## Our Office Team

Based in the centre of Oxford, the UCCF office plays a vital role in facilitating the ministry of the Christian Unions. We're a small office made up of close-knit teams working together towards our vision. Office staff meet weekly for a business meeting, Bible devotion and prayer, and teams gather in addition to this. We hold regular team and office wide training days to develop in our roles and enjoy time together. All staff participate in our national student conference, Forum, and annual Training Conference.

## The Role

The Head of Finance role will provide strategic guidance to the financial aspects of UCCF to ensure that financial commitments are met and to oversee the accountancy needs of the Fellowship by developing all necessary policies and procedures to ensure the sound financial management and control of UCCF's finances. The Head of Finance manages the Accounts Team, creating a team culture that is professional, customer service focussed, flexible and capable. The role holder will attend meetings of the Trust Board and Executive Team in order to help the fellowship balance the monetary and ministry aspects of the work.

**Salary: £43,781- £51,486 depending on experience**

**Location: Our Oxford office (OX1)**

**Hours: Full time of 36.25 hours per week, or part time considered (minimum of 0.7FTE)**

**How to apply: Complete the form at [www.uccf.org.uk/jobs/office-staff](http://www.uccf.org.uk/jobs/office-staff)**

**Application closing date: 11 May 2025**

**Interview date: Interviews will be held in Oxford on 22 May 2025**

**Start date: As soon as possible, open to negotiation for the right candidate**

### **Benefits:**

- **30 days annual leave, plus public holidays**
- **Modern and spacious central Oxford office with open-plan kitchen and eating area**
- **Cycle to work scheme**
- **Free access to counselling and healthcare support including discounted gym memberships**
- **Paid time at UCCF conferences**
- **Generous enhanced family leave and pay provision**
- **Access to free and discounted books with IVP**
- **Discounts on theatre and concert tickets**

**Questions: If you have any questions or would like further information enquiries can be made to [peopleteam@uccf.org.uk](mailto:peopleteam@uccf.org.uk)**

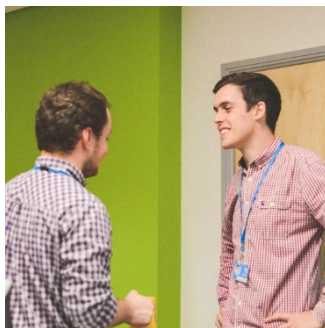
# Job Description

<b>Job Title:</b>	Head of Finance
<b>Department:</b>	Finance
<b>Responsible to:</b>	Director of Ministry Operations
<b>Responsible for:</b>	Assistant Accountant, Senior Finance Administrator, Finance Administrator
<b>Liaison with:</b>	Directors, Trust Board, Office Team Leaders, IFES and other office and field staff as needed.

## Key Responsibilities

### 1.Strategic Financial Management

- Initiate the provision of strategic financial policy advice for the whole Fellowship.
- Manage assets and finances across the Fellowship
- Forecast expenditure and income to strategically plan for expenditure and income trends that will affect the Fellowship short, medium and long-term.
- Produce and manage the other aspects of the finance function including the annual budget management accounts, cash flow, year-end and statutory accounts and the annual audit and ensure that these are presented accurately and on time.
- Liaise with DevComm for large Trust applications and produce a financial budget and actuals report as required
- Provide the financial information that is required by the Trust Board to enable the Trust Board to fulfil its governance responsibilities and external reporting requirements.



### 2.Accountancy

- Develop and maintain an internal audit programme to ensure that the company complies with financial procedures and statutory regulations.
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the Fellowship.
- Complete monthly and tax year end payroll, including maintaining records in line with statutory changes and date submission. Liaising with HR in these tasks so that all aspects of payroll and employee rights-related statutory changes are dealt with including Pension.
- Undertake other statutory tasks including contact and liaison on matters as PAYE, VAT, Corporation tax and respond to National Statistics (including compilation of all matters concerning employer's responsibilities for submission of returns).

### 3. Staff Management

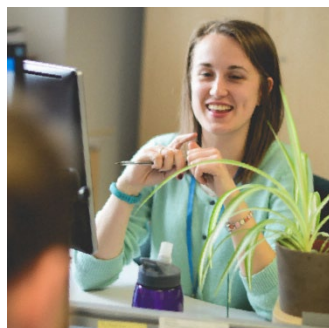
- Direct and control the accounts staff team to ensure that they are appropriately motivated and developed so that they carry out their responsibilities to the required standard. This involves
- Supervise, train and develop the Assistant Accountant as they implement accountancy functions and financial administration.
- Supervise the Senior Finance Administrator as they undertake gift input, Gift Aid claims, respond to donor queries, process staff expenses and complete supplier paying/reconciliation duties
- Supervise the Finance Administrator as they undertake gift input, banking, purchase ledger entry and responding to donor queries.
- Undertake sickness and holiday cover where appropriate within the Accounts Team or pro-actively finding alternative cover.

### 4. Category of task

- Authorise financial transactions including the fortnightly payment run, invoices, cheques and BACS payments
- Undertake contact and liaison with Bank managers on all matters concerning mandates, facilities and relationship.
- Undertake contact and liaison with the Investment manager concerning the Investment portfolio
- Maintain and develop computerised accounting packages and other programmes in order that accountancy duties can be fulfilled promptly and accurately, and so that development (fundraising) tasks can take place and be analysed, and so that day-to-day controls can be reviewed and monitored.
- Liaise with IFES about any other areas of financial overlap.

### 5. Other

- Take part in the life of the office team.
- Take an active role in the wider UCCF management team, working closely with the other Team Leaders in Oxford, seeking ways to manage the staff team in Oxford well, and to respond collectively to the needs of the fellowship as a whole.
- Attend suitable training as required including Forum, New Year Training Conference and office training days.



## Person Specification

### Essential characteristics

- Pro-active
- Calm under pressure
- Self-manager
- Innovator
- Collaborator
- Problem Solver
- Adaptable

### Essential experience, skills and knowledge

- Experience with financial strategy, forecasting, and long-term planning.
- Strong background in budgeting, management accounts, and financial reporting.
- At ease with all aspects of day-to-day financial management and administration, Income and Expenditure reporting, Gift Aid, Payroll administration, VAT, Corporation Tax
- University graduate

- Qualified Accountant (chartered or certified) and membership of appropriate professional body (ACA, CIMA etc.) with up-to-date CPD
- Thoroughly familiar and comfortable with all aspects of financial accounting and reporting.
- Familiarity with audit processes and regulatory compliance.
- Strong leadership and team management skills.
- Adept at building interpersonal relationships.
- Advanced working knowledge of Excel - macros, pivot tables, importing & exporting
- Able to drive forward financial projects and processes

### Desirable

- Proven track record in senior finance roles
- Use of Salesforce CRM and iplcit
- Working in the charitable sector, and relating to fundraising teams/staff
- Small business experience
- Experience of UCCF.

**Nature and Scope:** As this role is involved in communication with supporters, churches and other outside organisations, it is an occupational requirement that the post holder is a believer in Jesus Christ as Saviour, Lord and God and be in good standing with their local church. They are required to sign assent to the Doctrinal Basis, to participate in UCCF collective worship and prayer and to model Christian discipleship in public and private life.



## UCCF's Object and Ethos

UCCF was established nearly 100 years ago following years of university CUs being formed all over the British Isles. The following Object and Ethos is taken from the UCCF Constitution, which was drawn up in the 1940s. While the language used in it may not be so familiar for us contemporary readers, the vision and values unpinning it all is still the heartbeat of our work today.

UCCF is a fellowship of Christian people seeking to promote Christian religious belief by working to make disciples of Jesus Christ within universities and colleges in Great Britain.

### Our object

The UCCF Constitution states that its object is:

*To bear witness to Jesus Christ as Saviour, Lord and God in the student world of England, Scotland and Wales in accordance with the doctrinal basis of the Fellowship and in particular by commitment to:*

- *Evangelism – to proclaim Jesus Christ as God Incarnate, Saviour and Lord, and to seek to lead others to a personal faith in him.*
- *World Mission – to call Christian students and others to obey God's commission to go into all the world with the gospel, sharing in this privilege by giving, praying and serving in every area of life.*
- *Truth – to help students and others to discover, study and spread biblical truth and to apply it to every area of private and public life and thought.*
- *Spiritual growth – to deepen and strengthen personal and corporate spiritual life through Bible teaching, study and prayer, so that the Holy Spirit may increase our Christ-likeness in character, behaviour and effective witness.*



## Our Doctrinal Basis

The Doctrinal Basis represents the central truths of the gospel, which is the basis of UCCF's unity, the foundation of UCCF's ministry and the content of UCCF's message. We are unashamedly confessional and value gospel clarity and gospel unity. For more information, visit: <https://www.uccf.org.uk/about/doctrinal-basis/why-we-have-a-doctrinal-basis>

*The basis of the Fellowship shall be the fundamental truths of Christianity, as revealed in Holy Scripture, including:*

- a) There is one God in three persons, the Father, the Son and the Holy Spirit.*
- b) God is sovereign in creation, revelation, redemption and final judgement.*
- c) The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.*
- d) Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.*
- e) The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.*
- f) Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.*
- g) Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.*
- h) The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.*
- i) The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ like in character and behaviour and gives them power for their witness in the world.*
- j) The one holy universal church is the Body of Christ, to which all true believers belong.*
- k) The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.*



## Our ethos

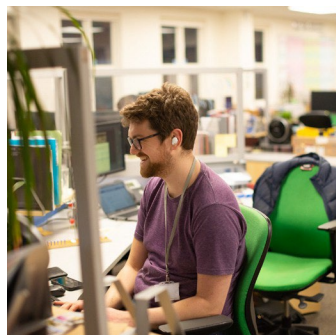
The Fellowship recognises its dependence on God for the provision of funds and of staff. Prayer is thus an integral part of the Fellowship's life in all divisions. Specific times during the working week are set aside for staff in the divisions to pray in groups. Committee meetings and staff business meetings include prayer, as do training events. In addition, spontaneous prayer is a natural part of Fellowship life. Prayer times often include Bible reading.

To model Christian discipleship, to eliminate hypocrisy and to maintain the Fellowship's integrity, UCCF is committed to a traditional biblical understanding of morality which is in accordance with all the historic, denominational formularies of the Christian faith. Staff are required to act and speak in a manner consistent with this commitment and to act ethically, both inside and outside the workplace, according to historic biblical standards of Christian behaviour (e.g. Exodus 20:1–17; Matthew 5–7; Galatians 5:19–23; Ephesians 4:25–32; 1 Thessalonians 4:1–12).

## Occupational requirements


In line with schedule 9 of the Equality Act 2010, and in view of UCCF's objectives, ethos and support base, job roles at UCCF will fall into one of three categories of occupational requirement:

1. Individuals will be required to sign assent to UCCF's Doctrinal Basis, to participate in UCCF collective worship and prayer, and to model Christian discipleship in public and private life.
2. Individuals will be required to be in sympathy with UCCF's evangelical Christian basis but will not be formally required to sign assent to the Doctrinal Basis. They will be expected to attend UCCF collective worship and prayer and to model Christian discipleship in public and private life.
3. Individuals will be required to be in sympathy with UCCF's ethics and moral standards but will not necessarily be required to be Christian believers. Such staff will need to be comfortable with the motivation and values which govern the way UCCF staff work, behave and relate to one another in the Fellowship. They need not (but may) attend UCCF collective worship and prayer and may be required to attend meetings at which prayer and Bible reading takes place. They will be expected to maintain UCCF's ethical standards in public and private life.




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