



VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE ONLY HE PROVIDES.

JOB DESCRIPTION

JOB TITLE:	Finance Officer
RESPONSIBLE TO:	International Finance Business Partner
DEPARTMENT:	Finance and Operations
INTERNAL RELATIONSHIPS:	Finance Team (currently 5 members), collaborative working across other BMS departments, global personnel
EXTERNAL RELATIONSHIPS:	HMRC, Bank, Suppliers, Business Central support, BMS Partners
LOCATION/TRAVEL TO:	BMS Didcot with flexibility for some home working
JOB TYPE/HOURS:	Part time, permanent – 0.8
GRADE:	Grade 5

JOB OVERVIEW

To ensure the purchasing system is maintained to a high standard, to deliver accurate monthly payroll process for the Overseas Payroll, and to ensure timely and accurate processing of monthly accounts received from BMS Partners. Responsibility for the payment of invoices, expenses and some overseas payments.

Working within the Finance Team, this role is responsible for the maintenance of the approval rules in the Business Central accounting system, processing of credit card transactions, and weekly payment runs. It leads on the recording and processing of the monthly country accounts received from BMS Partners, and it is also responsible for the fixed asset register and monthly bank reconciliations.

This role is also responsible for the calculation and input of Overseas Payroll payments and information, including salaries, allowances, personal gifts and voluntary National Insurance. This role is the key person on the application of HMRC Statutory Residence Test rules to Mission Workers. It provides information and advice to the Department for World Mission with regard to Mission Worker salaries and related UK taxation.

ROLE AND RESPONSIBILITIES

1. PURCHASING AND PAYMENTS

- Oversee purchase approvals structure within the Business Central accounting system and ensure approval rules are kept up to date

- Provide support across the organisation for Business Central, including setting up and training new members of staff in the approval process
- Process monthly credit card transactions and reconcile statements
- Ensure prompt settlement of invoices and expenses by BACS payment and electronic transfer
- Deal with payment queries with the bank
- Liaise with suppliers regarding invoices and payments
- Process overseas payments and related paperwork (e.g. international expenses)
- Provide cover for the work of the expenditure accounts assistant regarding purchase and payment processing and recording, building on a culture that is professional, flexible and collaborative

2. ACCOUNTING

- Produce and post the monthly fixed asset journals for depreciation, fixed asset additions and disposals, profit/loss on disposal and reconciliation of the Fixed Asset Register to the General Ledger
- Liaise with country account holders and Partner Leads for the timely submission of the monthly country accounts
- Post monthly country accounts reconciling with the in-country bank statements, ensuring authorisation of the expenditure by Partner Leads
- Regularly review country accounts to ensure they are in line with financial policies and procedures
- Input transactions into the Business Central accounting system relating to the Dollar and Euro bank accounts
- Perform the monthly bank reconciliations of the bank accounts

3. OVERSEAS PAYROLL

- Calculate and input monthly payroll transactions for the Overseas Payroll into the HR system and complete the monthly workbook for uploading to the payroll company

4. TEAM WORKING

- Line manage the Expenditure Accounts Assistant, including recruitment, induction, appraisal, training and development
- Work in accordance with BMS values, policies and procedures
- Meet regularly with the International Finance Business Partner to report on work status
- Participate in team and departmental meetings
- Maintenance of operational guidelines for your area of work

5. OTHER DUTIES

- Participate in preparation of files and documents for audit purposes
- Participate in cheque listing team rota
- Such other duties as your line manager may from time to time consider necessary and suitable
- Participate in the development of organisational culture through prayer, staff away days, organisational events, training, and consideration for those we serve overseas and our UK supporter base.
- Specific learning and development as agreed with your line manager related to your role

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Sound technical bookkeeping knowledge

Excellent numeracy and analytical skills

Excellent attention to detail

Experience of payroll processing

Computer literate with proficiency in MS Excel, Word and Outlook

Interpersonal skills and ability to communicate and relate well to a wide range of people inside and outside the organisation, including non-finance personnel and external stakeholders, e.g. donors, auditors

Ability to work independently and to work flexibly in a small multi-disciplinary team

Ability to be tactful and maintain discretion

Ability to plan and manage own tasks within agreed timeframe

Methodical approach to work

Personal integrity – demonstrable sense of commitment to openness, honesty and high standards in undertaking the role

Preferred

AAT qualified or equivalent experience

Experience of Microsoft Business Central accounting package

Knowledge of UK taxation within payroll with overseas employees

Experience of working in the charity sector

PERSONAL QUALITIES

Essential

Mature, faithful and professional approach to the task and the team

Have the highest level of integrity and standard of excellence

Take confidentiality seriously and appropriately

Demonstrable servant leadership qualities

Work relationally and collaboratively

Be self-aware, be comfortable with vulnerability and remain resilient

Be creative, adaptable, take initiative and be comfortable with risk

Keep up-to-date on relevant specialism, qualification

Comfortable with expression of values as inspired by Jesus Christ

Personal values align with BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK