
JOB DESCRIPTION:

Director of Finance

REPORTS TO

Acts 29 Chief Executive Officer (CEO)

LOCATION

UK based; scope of the role is to manage global finances

JOB PURPOSE

Acts 29 is looking for an experienced finance professional to lead the continued development of the finance strategy, infrastructure and systems, overseeing all aspects of financial planning, accounting and the management of donor income.

The Finance Director's (FD) primary responsibility is to assist Acts 29 to fulfil its vision and mission to be a diverse, global family of church-planting churches through financial planning, forecasting, optimizing the return on investment from donated funds and maintaining financial probity across the fiscal jurisdictions in which Acts 29 operates. This is a replacement position within the Central Resource Team and the role holder is expected to consolidate existing activities as well as further develop the financial infrastructure of Acts 29.

RESPONSIBILITIES

The overall objectives for the FD will be to:

- Work with the CEO, executive team and Network Directors to fulfil the Acts 29 vision through providing effective financial management that enables the resourcing of support for churches to plant churches.
- Contribute fully to the development of Acts 29's strategy, challenging assumptions and decision making as appropriate and providing financial analysis and guidance on all activities and plans.
- Lead the finance and accounting strategy to optimize financial resources and achievement of the agreed organizations strategic goals.
- Oversee the budgeting, financial forecasting and cash flow for Acts 29 in relation to operating costs and implementing new initiatives /strategic goals
- Review and approve the preparation and finalization of monthly and annual financial reporting for the Board and the executive team
- Collaborate with the CEO and CMO to optimize donor giving, providing financial analysis and guidance as needed and liaising with donors as required.
- Ensure that Acts 29 financial systems are robust, compliant and support current activities.
- Review and evaluate financial plans and budgets against delivery and actual spend to identify areas for improvement or change.
- Manage the performance and development of the financial team, recruiting staff as required and identifying / supporting training needs, to deliver effective financial support to the organization
- Participate in professional development activities and seek through regular appraisals to attain the highest possible standards in financial leadership.

PERSON PROFILE

Motive and Vision

- Has a genuine commitment to church planting;
- Can articulate a rationale for church planting as central to God's mission strategy and a passion for articulating stories about this happening around the world;
- Understands the demands of planting new churches, especially the need to support congregations and leaders through a cohering local network and a global family of like-minded churches;
- Can articulate a vision for living missionally and/or have experience in building a missional culture in the local church or ministry;
- Has a global perspective, with a particular understanding of what it means to work cross-culturally; and
- Is able to work wholeheartedly, generously and open-handedly, holding beliefs in-line with Acts 29's Statement of Faith.

Character and Style

- Passionate advocate of church planting;
- Demonstrated ability to lead and inspire a global, virtual team;
- Outstanding written and spoken English communication;
- Shows entrepreneurial drive and the ability to deliver on-time, on-quality and on-budget;
- Superb analytical skills;
- Role-models an organized and disciplined life, setting high standards and supporting those standards with practical routines;
- Willing and able to take direction;
- Proven track record in working to a brief;
- Combines humility with the confidence and skill to lead others;
- Demonstrates a flexible and independent working style, readily adapting to different people and situations, contexts and cultures;
- Fosters teamwork and collaboration; and
- Is interpersonally effective, able to engage and influence people of different backgrounds from different constituencies.

Core Functional Experience and Skills

- Essential
 - Professional qualifications in finance and accounting
 - Demonstrated experience in financial management and accounting including roles with lead responsibility for the budgeting, forecasting, reporting and audit cycle
 - Track record of meeting requirements in relation to legal, audit and compliance
 - Experience of managing financial and organizational risk and creating frameworks / process for managing and mitigating risk
 - Career experience in roles of increasing responsibility and/or complexity
 - Experience of collaborating with a multi-disciplinary, diverse and dispersed team
 - Demonstrated experience in leading and organizing a team of people including performance appraisals and supporting the professional development of others.

- Desired
 - Financial experience in the not-for profit sector with knowledge of the rules that are applicable to managing charitable trusts and entities
 - An advanced business degree, e.g. MBA
 - At least three years' experience in a leadership role; and
 - A second language.

Terms and Conditions

- Standard Acts 29 terms and conditions apply and will be adjusted to the location of the successful candidate.
- This is a permanent position, subject to a short probationary period.
- We will offer a generous and competitive salary with attractive benefits.