



## Finance Manager

This is a great opportunity for an experienced finance manager who is passionate about Jesus' mission to bring change to struggling families worldwide. At International Needs, you can use your finance skills to support our partners' amazing ministries and learn firsthand about our impact. We need a dedicated individual to join the UK team and manage all charity finance aspects to enable our global partners to grow their impact. Over the last 10 years, we've grown and want to expand our ministries as needs increase. Working closely with our team, you would observe our work's transformational impact on families worldwide. Would you be willing to join us?

### Who is International Needs UK?

Our vision is for families to access essential resources, freeing them from hunger, fear, and poverty, and enabling each member to reach their potential. Inspired by John 10:10, **"I have come that they may have life and have it to the full."**

International Needs is a Christian mission and development agency, partnering in 32 countries to assist some of the world's poorest families. The Good News of Jesus transforms lives through water and sanitation programmes, education for disabled children, and sustainable livelihoods. In the UK, we explore God's call to mission and local and global service. Our partner countries are Ukraine, Sri Lanka, Uganda, Kenya, Nepal, Egypt, and Burkina Faso.

The role requires the job holder to profess and practice the Christian faith and to commit to the Employer's Statement of Faith.

This role requires you to have the right to work in the UK

**Job Title** – Finance Manager (Part-time – 18 to 21 hours per week)

**Job Location** – Remote or Hybrid options. INUK is based in South Croydon, Surrey

**Salary** - £43,000 - £50,000 (FTE) according to experience

Specifically, the Finance Manager is responsible to the Executive Director and Board of INUK to:

1. **Ensure Financial Sustainability**—Develop and implement financial strategies that support the organization's long-term sustainability, aligning budgets with the charity's mission and strategic goals.

2. **Strengthen Financial Governance and Compliance** - Maintain strong internal controls and ensure compliance with relevant financial regulations, charity law, and donor requirements, including timely preparation of statutory accounts and audit processes.
3. **Enhance Financial Planning and Budgeting** - Lead the annual budgeting process and long-term financial planning, providing accurate forecasting, financial modelling, and scenario planning to support leadership decisions.
4. **Optimise Resource Allocation** - Provide insight and analysis to guide the efficient use of funds, ensuring that resources are directed to the most impactful programs and services.
5. **Develop Transparent Financial Reporting**—To build trust and demonstrate accountability, deliver timely and transparent financial reports to stakeholders, including the ED, trustees, donors, and regulators.
6. **Support Fundraising and Donor Stewardship** - Partner with fundraising teams to manage restricted funds, track grant expenditures, and support financial reporting to funders, ensuring alignment with donor expectations.
7. **Promote Financial Literacy and Capacity Building** - Build financial awareness and capacity across the organization by training non-financial staff and ensuring budget holders understand and manage their financial responsibilities effectively.
8. **Risk Management and Contingency Planning** - Identify financial risks and develop mitigation strategies, including establishing reserves and contingency plans for economic uncertainties or funding shortfalls.

**Tasks will include (but may not be limited to):**

- Act as line manager for the Donor Care Manager.
- Manage day-to-day bookkeeping.
- Produce monthly finance reports (SAGE) for the Treasurer and SMT (Senior Management Team), including bank reconciliations.
- Produce a monthly project balances report for SMT.
- Meet with SMT to discuss project balances.
- Compile foreign payment schedules, purchase FOREX, and remit to projects monthly.
- Process monthly payroll (Moneysoft), staff payments, and HMRC submissions, including RTI and annual returns.
- Work with the Programme Management Team to monitor project budgets.
- Produce quarterly management reports, analyse finance by quarter and YTD, and assist SMT with fundraising analysis and project updates.
- Submit quarterly Gift Aid claims to HMRC.
- Collaborate with SMT to compile the annual budget for INUK and present it for approval.

- Review and report on unrestricted and restricted reserves.
- Work with management to compile the Trustees' Annual Report (TAR).
- Produce SORP-compliant year-end accounts, arrange annual audit, and liaise with the auditor.
- Submit TAR, accounts, and annual return to the Charity Commission.
- Complete annual money laundering review with the charity bank accounts as needed.
- Ensure compliance with the Pensions Regulator.
- Keep the Trustee Treasurer updated on key financial matters and attend Trustees & Resources Meetings as required.
- Update the Charity Commission website with Trustee changes.
- Ensure timely and accurate Charity Commission filings.
- Perform all other financial duties as needed.

### **We are looking for someone who can demonstrate:**

- A minimum of 5 years' experience in Charity Finance, including management reporting.
- Experience in producing SORP compliant annual Accounts
- Experience with SAGE and Raisers Edge (desirable)
- Experience in bookkeeping and maintaining accounting records in a business or charitable environment
- Experience in financial aspects of trust, grant, and partnership applications.
- Excellent IT skills, particularly Excel (Pivot reports, Lookup, etc)
- Excellent numerical and communication skills (written and verbal)
- Good attention to detail and accuracy, with an adaptable and flexible approach
- Pro-active approach with the ability to use initiative
- An ability to work as part of a team and alone
- A people person who is willing to engage in all aspects of team life!

### **Other:**

- Participate in and contribute to daily and monthly prayer meetings within INUK and the Global Network.
- You are expected to attend in-person meetings, which are typically held quarterly in London, although this may change based on the organization's needs.
- This position also entails some administrative duties, such as aiding colleagues during busy periods for events and helping manage the supporter database from a financial viewpoint.
- There may also be potential for international travel.
- This role requires you to be a practising Christian.
- This role requires you to have the right to work in the UK

## How to apply:

- Email our Office Manager, Kirsty ([kirsty@ineeds.org.uk](mailto:kirsty@ineeds.org.uk)) with your CV and a covering letter covering your experience in Charity Finance, reasons for applying for the role and what you see as the main challenges in managing a finance function. First interviews will be held online on 28<sup>th</sup> and 29<sup>th</sup> May 2025 and second stage in person in Croydon on 4<sup>th</sup> June 2025.

