



THE INTERNATIONAL BIBLE SOCIETY

## JOB DESCRIPTION

- EMPLOYER:** Biblica Europe Ministries Trust
- HOURS:** Full-time; 35 hours per week
- JOB TITLE:** Finance & Operations Manager (MENA-Eurasia)
- LOCATION:** Home working; UK-based with some travel required
- REPORTING TO:** Chief Financial Officer (US-based)  
Vice President for MENA-Eurasia (UK) (*dotted line responsibility*)
- RESPONSIBLE FOR:** -Finance Administrator (UK)  
-Finance & Operations Manager – MENA (Middle East)  
-Relationships with external legal, financial & governmental agencies
- WORKING WITH:** - UK & Europe Partnerships Manager (UK)  
- Director of Fundraising (UK)  
- Team Administrator (UK)
- DURATION OF POST:** Permanent
- SALARY RANGE:** In the region of £35 - £42,000, dependent on experience

### ABOUT BIBLICA

Biblica is a global Bible ministry inspired by radical generosity. For more than 200 years, Biblica has helped people beyond the reach of God's Word discover the love of Jesus Christ. In our third century of ministry, we continue to produce relevant and reliable Scripture translations and resources that minister to people on the margins of the Gospel – the unreached, unengaged, unseen, and unwanted.

### PURPOSE OF ROLE

Working alongside global and local colleagues, the Finance and Operations Manager will have financial oversight of the MENA-Eurasia region with overall responsibility for financial record keeping, processes and procedures, financial analysis and reporting, legal and tax compliance and risk management. The post-holder will also have overall responsibility and oversight for other operational areas, including facilities management and IT provision for all staff within the MENA-Eurasia region. The post-holder will ensure effective operational

implementation and financial management, analysis and reporting across the MENA-Eurasia, overseeing staff with current responsibilities in both areas.

## **KEY RESPONSIBILITIES**

The key responsibilities of the role will be:

### **Management and implementation of day to day financial controls**

- Ensuring a robust system of financial controls is in place in all regional locations.
- Ensuring safe and effective financial controls over the charities financial software.
- Overseeing monthly reconciliations of all balance sheet accounts in a timely manner.
- Maintaining financial databases for charity fixed assets.

### **Budgeting & Financial Reporting**

- Preparation of annual budget documents.
- Monthly monitoring against budget.
- Production of monthly management accounts, reports and KPIs.
- Monthly intra-group accounting and reporting.
- Quarterly reporting to BEMT board.
- Regular reporting to Biblica Inc.
- Other ad-hoc reports as required, for example related to fundraising campaigns and donation income.

### **Maintaining and Monitoring Statutory Compliance**

- Preparation of annual statutory accounts in compliance with the Charity SORP.
- Annual returns for Charity Commission England & Wales and Charity Commission NI.
- Annual returns and other filings for Companies House.
- Management of pension systems and processes required by the Pensions Regulator.

### **Overseeing tax affairs for the organisation in both jurisdictions, including:**

- Preparation of quarterly VAT returns for HMRC.
- Preparation of monthly EC sales list for HMRC.
- Ensuring VAT compliance for all financial transactions.
- Regular training to keep up to date with changes in VAT legislation.
- Management of annual Corporation tax filings to HMRC.
- Working with payroll providers to ensure monthly and annual PAYE reports are submitted.

### **Overseeing completion of all annual audit, grant audits and internal audits**

- Preparation of all reporting and analysis required for the annual audit.
- Management of the annual audit process.
- Ensuring internal controls are adequate and records are up to date for regular internal audit checks.
- Preparation of reports and analysis for grant audits as required.

### **Managing and controlling cash flow**

- Ensuring credit control policy is followed and debts are collected on a timely basis

- Management of creditor payments to ensure optimal cash flow.

#### **Ensuring value for money across the MENA-Eurasia region**

- Advising staff on financial opportunities and risks to ensure best value for money for the charity.
- Ensuring new projects are well planned and costed and fit within overall organisational aims and objectives and financial constraints.

#### **Financial Record Keeping**

- Ensuring financial records are securely maintained for 7 years.
- Ensuring record keeping is compliant with requirements of HMRC, Auditors, Charity Commission, Data Commissioners, Pension Regulator and other regulatory bodies as required.

#### **Procurement of relevant insurances and regular monitoring and reporting for the purposes of risk management**

- Ensuring the charity is compliant with relevant data protection legislation across the region.
- Ensuring the charity is PCI-DSS compliant.
- Ensuring the charity is compliant with legal insurance requirements, including public liability insurance, stock insurance, travel insurance and private medical insurance where appropriate.
- Preparation and maintenance of the BEMT Risk Register and monitoring of ongoing risks.
- Alerting Board and Senior Management on any new or emerging risk areas identified.

#### **To provide oversight for the operational management of Biblica's work in MENA-Eurasia, including facilities management and IT provision:**

- To work with staff with global responsibility for IT provision, to ensure that all staff within Europe have appropriate IT equipment and software relevant to their areas of responsibility.
- To ensure that Biblica's global training policy is implemented for all staff within MENA-Eurasia, in consultation with local line managers.
- To act as Privacy Officer for Biblica Europe, representing Biblica Europe on the global GDPR task force, and reporting regularly to Senior Management and BEMT Board regarding data protection issues and concerns.
- To oversee and co-ordinate general administrative systems and processes, for example, data management and archiving.

#### **Board Liaison**

- Report to the BEMT Board on the areas of operations and HR on a regular basis.
- To work with Team Administrator to ensure that Board members are assisted with travel and accommodation bookings as required and practical arrangements for Board meeting are put in place.
- Work with staff team to compile and circulate relevant reports prior to the Board Meeting, in line with constitutional requirements.

- Act in the role of Secretary to the BEMT Board, recording and circulating meeting minutes and action points, in consultation with the Board Chair.

#### **Staff Communications**

- To ensure that key information related to operational and HR issues is communicated in a timely way to all team members across MENA-Eurasia as needed.

#### **Other Duties**

- To support and assist the Senior Vice President for Finance / Operations and Vice-President for MENA-Eurasia in other ways as required.
- Seek ways to improve and expand Biblica's ministry in the post-holder's areas of responsibility.
- Participating in global and local staff and team meetings as required.

*The list of duties contained above is not intended to be exhaustive. Other duties not listed above may be required from time to time and it is a condition of employment that the post-holder be willing to undertake other reasonable duties as may be required from time to time.*

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA:

- Successful candidate should be a qualified Accountant
- Experience gained within the charity sector
- Experience of collating and presenting financial reports and analysis to Trustees and Senior Management
- Experience gained setting and managing charitable budgets
- Experience gained in the area of fund accounting
- Experience of using relevant accounting software, such as Paxton or Great Plains
- Excellent time management, problem-solving and organisational skills
- Accuracy and attention to detail
- Exhibits sound and accurate judgement at all times
- Ability to maintain confidentiality as and when required, when dealing with sensitive financial information
- Good overall IT skills, including experience of using Microsoft Excel and account management software packages
- The ability to take the initiative in specific areas of responsibility
- Excellent inter-personal skills and the ability to work as part of a team
- Professionalism – approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions
- Initiative and self-motivated by setting and achieving challenging goals
- Ability to complete tasks in a timely manner

### DESIRABLE:

- Previous experience of working for an organisation that works internationally
- Experience of dealing with VAT issues and processing VAT returns
- Experience of working with different currencies across Europe and the US
- Experience in processing Gift Aid claims
- Experience of dealing with HMRC
- Experience using Salesforce
- Previous line management experience
- Experience gained within a mission or ministry organisation
- Previous experience overseeing HR and operational activities of a charitable organisation

*All applicants must be in sympathy with the aims and ethos of Biblica as a Christian ministry organisation.*

## **APPLICATION DETAILS**

**Final closing date for applications:** Friday 4<sup>th</sup> February 2022 5pm

**Proposed Interview Date:** to be arranged

*Biblica reserves the right to interview potential candidates as and when applications are submitted, and before the closing date specified.*

Applicants should submit a copy of their most recent CV, along with a detailed covering letter clearly outlining how they meet the essential and desirable criteria for the role, as well as outlining their reasons for applying for this particular post. CVs should include details of two referees, at least one of whom should be familiar with the applicant's work in a professional capacity, ideally a recent employer.

Applications should be submitted electronically to Catherine McKinley on [catherine.mckinley@biblica.com](mailto:catherine.mckinley@biblica.com) by 5pm on the closing date specified.