



# Head of Finance

Job Description & Application Pack

**Christian Jobs**  
Work With Purpose

# Overview

Are you a finance leader who wants to use your skills to impact lives globally while advancing the Great Commission?

Do you thrive on leading teams and driving change across a worldwide organisation?

Would you love to join an organisation at a time of change and growth in a position that holds autonomy and control?

This could be the role for you.

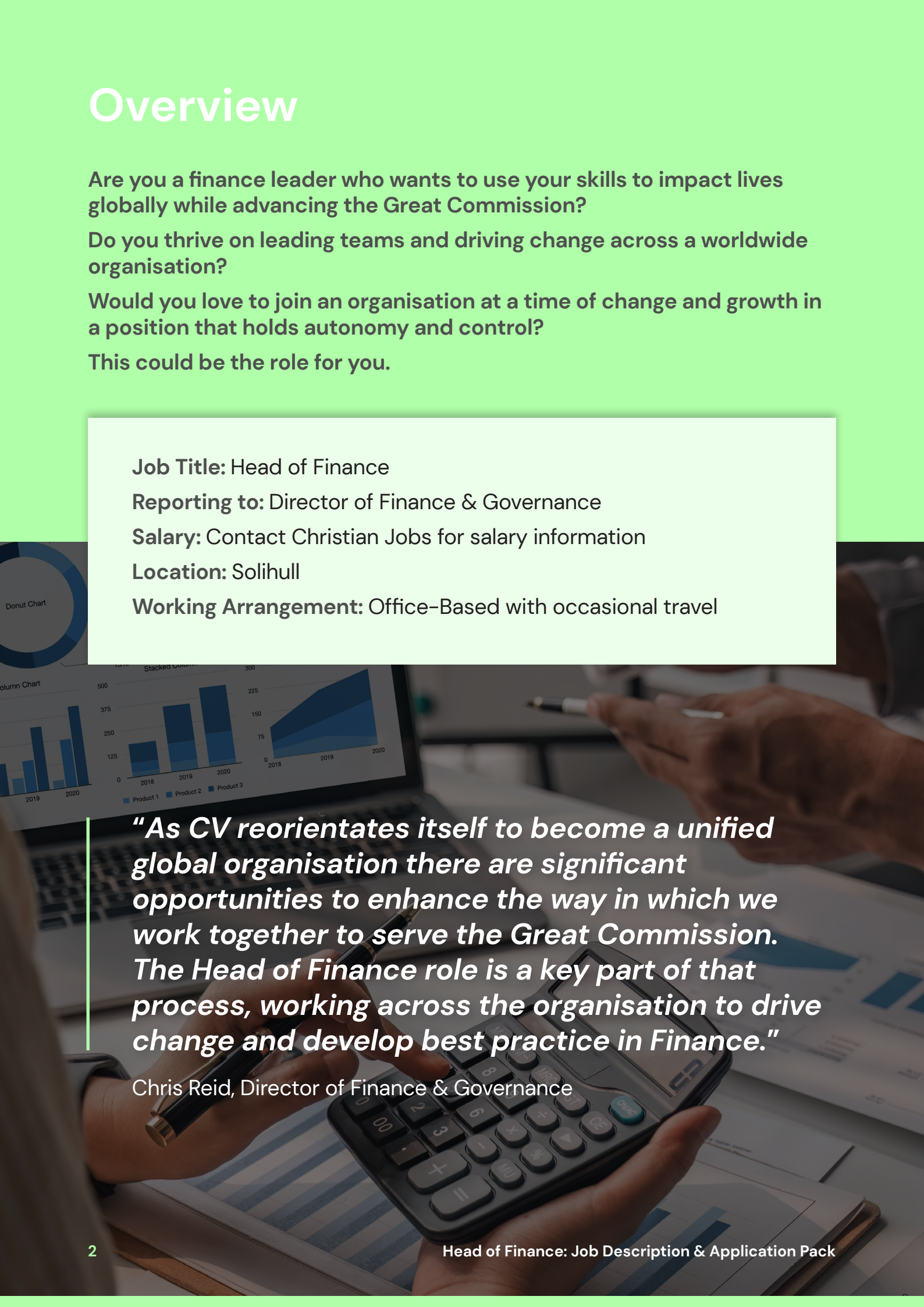
**Job Title:** Head of Finance

**Reporting to:** Director of Finance & Governance

**Salary:** Contact Christian Jobs for salary information

**Location:** Solihull

**Working Arrangement:** Office-Based with occasional travel



***"As CV reorientates itself to become a unified global organisation there are significant opportunities to enhance the way in which we work together to serve the Great Commission. The Head of Finance role is a key part of that process, working across the organisation to drive change and develop best practice in Finance."***

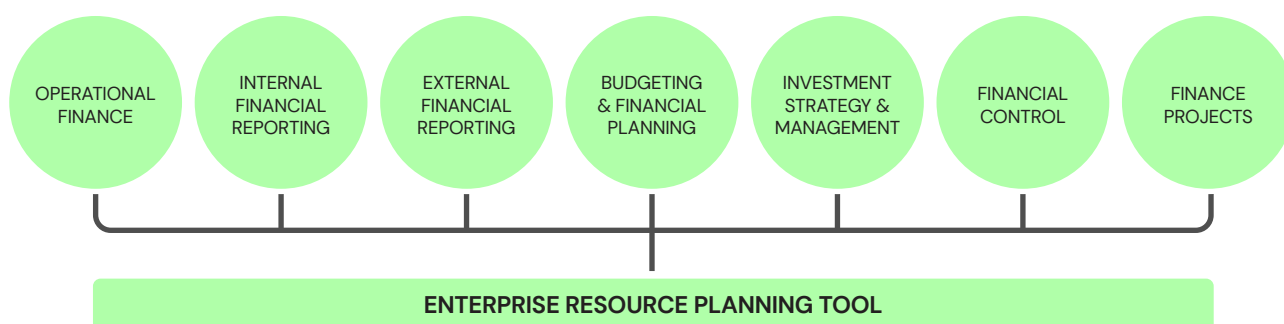
Chris Reid, Director of Finance & Governance

# Who We Are

CV (Christian Vision) is a global organisation that exists to introduce people to Jesus and encourage them to become his true followers. Evangelism is at the heart of all we do at CV, bringing the gospel to people around the world in both physical and digital realms.

## About the Role

### Finance Functional Pillars



The Head of Finance will report to the Director of Finance & Governance with a broad range of responsibilities that include aspects from each of the defined Finance functional pillars, which have been defined as follows:

The role holder is responsible for ensuring that performance against each functional pillar is aligned with the required standard, using this as a basis for objective setting and with development progress monitored against specific assessed criteria.

The Head of Finance will also manage the allocation of specific tasks to each of the respective Hubs, which for example will all include an operational element but may have varying requirements for areas such as investment management.

The functional pillars within Finance and the associated responsibilities of the Head of Finance are summarised below:

#### Operational Finance

This relates to the day-to-day financial operation, which includes elements such as Accounts Payable, Bank Reconciliations, Payroll Assistance, Funding Group Operations, Payment Approvals, Credit Control and Business Support.

#### Internal Financial Reporting

Responsibility for producing, developing and maintaining a range of internal reporting to support decision making and performance measurement. This includes reporting to Trustees, against Budget/Forecast and reporting to the Board and associated committees as well as other internal stakeholders to meet their needs.



# About the Role

## External Financial Reporting

The completion of compliant and timely statutory and tax reporting across the organisation. This includes leading the group audit process and membership of the Audit & Risk Committee, ensuring that the organisations reporting capabilities are fit for purpose and aligned to best practice.

## Budgeting & Financial Planning

Ownership for managing the annual budgeting process and for undertaking forecasting to support decision making. This includes stakeholder management, clear timetables, robust controls and efficient utilisation of systems.

## Investment Strategy & Management

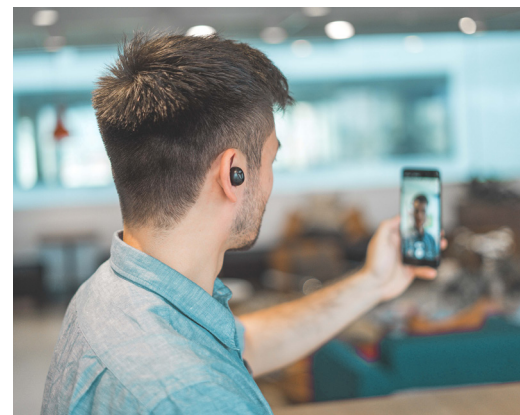
A member of the Investment Committee, with responsibility for the execution and operational control of liquidity management and treasury related activities within the organisation.

## Financial Control

Responsible for ensuring that the activities undertaken by the Finance function conform to prescribed requirements and standards. This includes reviewing the design of controls and ensuring they are suitable for the related risk.

## ERP Tool & Projects

The Head of Finance is the Business Owner for NetSuite and the Project Lead with regards to the development of the ERP, working in conjunction with the ICT team and other stakeholders.



# Further Responsibilities

In addition to the above detailed requirements the role holder has the following responsibilities:

- Take ownership for all assigned risks, maintaining the risk register, associated controls and event reporting.
- Ensure Policies and Processes for which the role holder has responsibility for are in place and maintained.
- Ensure job specifications are in place for all team members, with objectives set and monitored in accordance with the requirements set out by the People Functions.
- Ensure any mandated training is undertaken by the team.
- Maintain a skills matrix for the team – ensuring sufficient coverage for key processes, promoting cross training and reducing concentration risk.
- Maintain confidentiality and demonstrate integrity in all matters.
- Comply with all CV policies, procedures, and regulatory requirements.
- Engage fully in staff and team meetings, collaboration, and communication.
- Commit to continuous learning and development as needed for the role.
- Foster respectful, clear, and constructive communication across all interactions.

## Values & Behaviours

- Actively pursue personal, professional, and spiritual growth – motivated by a commitment to serving the Great Commission in evangelism and discipleship.
- A practising Christian in full agreement with the CV Statement of Faith and the values of the organisation – actively involved in a local church and able to exercise spiritual leadership.
- Contribute positively to our team culture by upholding CV's values in attitude and action.

## Skills, Experience & Education

- Experience in the charitable sector, social action projects and/or cross-cultural mission ventures.
- Experience in leading and developing teams, working effectively with a range of stakeholders and locations for a global organisation.
- Relevant accounting qualifications and experience – with a broad exposure to each core element of a finance function including operational finance, management accounts, budgeting, statutory reporting and treasury.
- Experience of currency trading and cash management in a global organisation.
- Demonstrable experience of an ERP system – preferably including NetSuite and associated system components, serving a global organisation.
- Able to evidence experience of leading projects and successfully delivering organisational change.

# Next Steps

For more information, including the full Job Description and Person Specification, please see the Job Pack attached.

To apply for the position, please send a CV and completed Candidate Bio Details Form to [applications@christianjobs.co.uk](mailto:applications@christianjobs.co.uk).

If you have any questions, please do not hesitate to contact Joe at Christian Jobs - 07563 131 792.



**Joe Santry** - Christian Jobs, Business Manager

*"CV is a fantastically well-run organisation and the current period of change offers a brilliant opportunity for an ambitious and committed Finance professional to join an organisation with a clear Christian mission."*

To learn more about this role, contact [joe.santry@christianjobs.co.uk](mailto:joe.santry@christianjobs.co.uk)



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