



# Finance & Operations Manager

Remote, hybrid or office-based in Oxford, UK

We want children everywhere to have

# life in all its fullness

Safe  
Thriving  
Learning

Jesus said: 'A thief comes to steal and kill and destroy, but I have come to give life – life in all its fullness.' (John 10:10)

*Sadly, there are many things that are robbing children of life in all its fullness.*

This year half of all children in the world – that's one billion children – will experience physical, sexual or emotional violence.

We believe that churches and organisations are already rooted in their communities, ideally positioned to make a difference.

By working together, churches and organisations can leverage their resources and expertise to provide a more effective, long-term response to the needs of children in their communities.



**Viva inspires, equips and connects networks of churches and community-based organisations to work together to make a bigger, better and longer-lasting impact in the lives of children.**

Find out more about our work at [viva.org](http://viva.org)

# Job description - Finance & Operations Manager

<b>Location:</b>	This role can be remote, hybrid or office-based in Viva's Oxford office. There will be some occasional travel to the office (if not based there) or other locations in the UK.
<b>Hours:</b>	Full-time – 37.5 hours a week, Monday to Friday
<b>Salary:</b>	£40,000 per annum
<b>Reports to:</b>	Chief Operating Officer
<b>Works closely with:</b>	Finance Director, Contracts Manager, HR Administrator, PA to CEO

## Job purpose

As the Finance & Operations Manager, you will ensure the smooth running of the organisation's finance and operational systems. You'll be in a hands-on role, responsible for day-to-day bookkeeping, financial administration, and supporting core operational processes for the UK charity and overseas entities. Working alongside the COO and Finance Director, you will help ensure Viva remains financially sound, compliant and efficient. Through all this, you will play a vital role in making it possible for Viva to achieve its goal of enabling more children to live life in all its fullness.

### Your responsibilities will include:

- **Finance:** undertaking and managing the efficient day-to-day operation of Viva's finance function
- **Operations:** ensuring the effective operation of our logistics, IT infrastructure and data

## Key responsibilities

### Finance (approx. 70%)

- Maintain accurate day-to-day bookkeeping
- Process payments, invoices, and expense claims, ensuring proper authorisations
- Ensure payroll is processed correctly across regions, liaising with local providers and ensuring compliance
- Prepare monthly bank and credit card reconciliations
- Prepare monthly management accounts and variance reports for review by COO and FD
- Manage the finance team inbox, responding to or referring on requests for information or support
- Support preparation of budgets, forecasts, and cashflow updates (led by COO/FD)
- Assist managers in becoming effective budget holders, and producing monthly reports for managers of performance against budget
- Produce donor and contract financial reports in collaboration with the Contracts Manager
- Support year-end accounts and audit process, liaising with auditors as required

- Make all payments and returns to HMRC as required under payroll regulations
- Support income management and administer the generation of Gift Aid claims
- Maintain financial controls and processes and support regular updates to finance policies
- Maintain financial filing systems and ensure compliance with audit, regulatory, and donor requirements

### **Operations (approx. 30%)**

- Act as main liaison with outsourced IT support to manage IT software and equipment (procurement, troubleshooting, renewals), and oversee subscriptions and services
- Maintain a global overview of insurance, negotiate renewals, and ensure staff compliance
- Oversee compliance with travel processes
- Manage logistics and equipment for Viva's UK office
- Ensure compliance with global data protection practices, lead on updating related policies in collaboration with colleagues
- Coordinate with staff across locations to ensure smooth day-to-day operations
- Work with COO on identifying operational improvements and efficiencies

### **Other:**

- Actively participate in the wider life of Viva (e.g. attending devotions, staff meetings, staff away days)

*This job description is written to provide an indicative description of the role and will need to be interpreted and implemented according to the specific needs of the team and/or the finance team strategies in place from time to time. The job holder will do all tasks within their level of skill and ability.*



# Person Specification

	Essential	Desirable
Experience & Qualifications	Demonstrated track record of <b>financial management experience</b>	Experience in a charity or international NGO context
	Proven experience of using <b>accounting systems</b> (Aqilla, Xero, QuickBooks, or similar)	Experience preparing donor or contract reports
	Experience preparing <b>management accounts</b>	
	Experience in <b>managing operational systems</b> , in particular IT and data protection.	
	<b>Accountancy qualification</b> e.g. minimum AAT Level 3	
Technical Skills & Knowledge	Excellent <b>IT skills</b> in MS Office, especially Word and Excel	Knowledge of charity finance regulations and reporting
	Ability to <b>research</b> regulations and guidelines and find ways to <b>implement</b> learnings	
	Ability to <b>quickly learn</b> and use new systems and tools	Familiarity with CRM systems e.g. Salesforce
Strengths & Personal Qualities	<b>Self-motivation</b> - you are able to work independently and manage competing priorities	
	<b>Adaptability</b> - you are flexible and able to work effectively across multiple geographies, cultures and time zones	
	<b>Clear communication</b> - you can communicate clearly both verbally and in writing	
	<b>Problem solving</b> - you can identify problems and propose solutions to improve processes	
	<b>Attention to detail</b> - you can work with precision and accuracy	
	<b>Willingness to learn</b> - you enjoy seeking out new information and developing your skills	
	<b>A strong team player</b> - you are able to work collaboratively and make sure that the team is effective	

	<b>A heart for children at risk</b> – you understand and are committed to Viva’s mission and objectives	
<b>Additional</b>	Able to <b>travel</b> occasionally to Viva’s Oxford office, if not based there	
	The <b>right to live and work in the UK</b>	

## Terms, conditions and benefits

### Salary and Annual Leave

- This is a full- time role for Viva: 37.5 hours per week, Monday to Friday, exclusive of lunch breaks
- The role can be remote, hybrid or office-based in Viva’s Oxford office. There will be some occasional travel to the office or other locations in the UK.
- The full-time salary range is £40,000 per annum
- Holiday entitlement for full-time staff is 25 days per year plus 8 public holidays.

### Terms of Employment

- The appointment will be confirmed, subject to a satisfactory six-month probationary review and after this time there is a two-month written notice period for both parties.
- We conduct annual performance reviews and it is a requirement of all staff to be familiar with all of Viva’s policies and procedures.

### Other benefits

- Flexible working options
- Opportunities for learning and development
- Three 'Emergency Days' each year
- A welcoming, caring and supportive environment
- Electric car charging points available at the Oxford office
- A friendly, international team to work with

**Please note that you will need the right to live and work in the UK to apply for this role.**

## Working with Viva



We are passionate about making a difference in the lives of children and strengthening those who work with them. Wherever you work, you will be part of our global team, which includes staff across the world – including Latin America, Hong Kong, India, Africa, the UK and the US. Your role will directly contribute to our mission of inspiring, supporting, and connecting networks of churches and community-based organisations, as they work together to make a bigger, better, and longer-lasting impact in the lives of children.

We are motivated by our Christian faith and our faith is at the heart of all we do – we take time to pray together in meetings and share reflections from the Bible together during our weekly all-staff meetings. Some senior or other roles are subject to an occupational requirement to be filled by practising Christians because of this. We are welcoming of those of all faiths and none.

### Our culture

We are a friendly, welcoming team who enjoy working and having fun together.

- We understand and share our impact
- We are connected and collaborative
- We value one another
- We are committed to learning and growing
- We are focused and fruitful
- We work with integrity and transparency

As a global team we are intentional about finding ways to connect regularly with one another, both in-person and online.

*"I appreciate that effort is made to ensure each individual uses their gifts and is supported in their work. Although many of us work virtually, there is still a sense of community and a genuine sense of people being interested in each other's wellbeing."*

Viva staff member



**"Viva has forged a distinctive path within the world of international relief and development organisations. We believe Viva's model is one with strong promise for ultimately advancing large-scale, sustainable transformation in the lives of vulnerable children in the countries it serves."**

Sagamore Institute, 2018

# Application process

To apply, please go to <https://www.charityjob.co.uk/jobs/viva/finance-operations-manager/1040568?tsId=2> and submit your CV and cover letter – both of these should be no more than two pages long. We want to hear from you about how your skills and experience make you the right person for this role – the person specification on pages five and six will help you with this.

You're welcome to use AI tools to help organise your thoughts or check spelling and grammar, but please don't use them to write your whole application. We want to hear your voice and get to know you, your skills and experiences, so please help us to see this.

The closing date will be midnight on **Sunday 26<sup>th</sup> October 2025**. Interviews will be held online on **Thursday 6<sup>th</sup> November 2025**.

Please do contact us if there are any accessibility-related adjustments we can support you with in the application process.

If you have any queries about the role or anything to do with the application process, get in touch with Miriam Kniffen, our HR Administrator, at [hr@viva.org](mailto:hr@viva.org)

We are looking forward to hearing from you!

## Data Protection:

By applying for the above role, you are consenting to your personal data being processed in accordance with the Data Protection Act 2018, GDPR (EU2016/679) and confirming that your personal data may be held and disclosed in the manner contained herein. You acknowledge that this may also include, where relevant, sensitive personal data, relating to yourself. Any information obtained from you or from any other source, will be retained by Viva and/or any of its associated and/or subsidiary companies indefinitely for the purpose of providing you with the services you require. Should you wish to have your data deleted you are to contact a member of the Viva team who will ensure this is carried out in line with Viva's Privacy Policy which can be found [here](#). If your application is successful, your application will become part of your personnel record, otherwise the information will be destroyed after 12 months.

**viva.org**

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Viva, CMS House, Watlington Road, OX4 6BZ, UK. Viva is an operating name of Viva Network. Viva Network is a company limited by guarantee no. 3162776, registered charity no.1053389, and registered in England at the above address.

