



# Finance & Operations Manager Information Pack

March 2026

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## From the CEO

Thank you for your interest in the role of Finance & Operations Manager with Bible Society Northern Ireland. We are grateful that you are taking the time to explore this opportunity and to consider how your experience, skills and values might align with our work.

Bible Society Northern Ireland exists to **'Share the Bible so all people can know Jesus'**. Our work is part of a wider global fellowship of the United Bible Societies, while remaining deeply rooted in serving churches, communities, and partners here in Northern Ireland. The role of Finance & Operations Manager is vital in enabling this mission to be carried out effectively, responsibly, and with integrity.

As you read through this information pack, we encourage you to consider not only the professional requirements of the role, but also the importance of values fit. We are seeking someone who brings strong operational, organisational, and leadership skills, and who is equally committed to our Christian ethos. We believe that how we work is as important as what we do. Our values shape our culture, our decision-making, and our relationships.

This role will suit someone who find purpose in supporting a mission-focused organisation and is motivated by collaboration and good stewardship. We value professionalism, accountability, and excellence, while also recognising the importance of prayer, trust, and reliance on God in all that we do.

We hope this pack gives you a clear sense of both the responsibilities and the heart behind the role. Thank you again for your interest in Bible Society Northern Ireland, and for taking the time to prayerfully consider whether this opportunity may be right for you.

Yours sincerely,



**Wilson Beare**

Chief Executive Officer

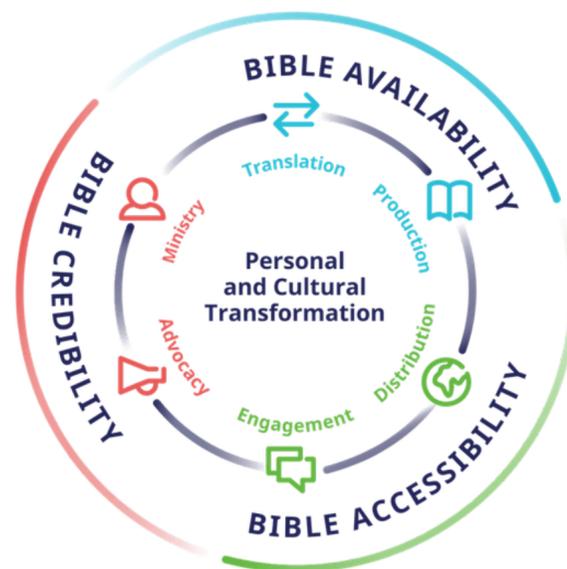


## Who we are

We are one of over 150 interconfessional Bible Societies worldwide who form part of the United Bible Societies global fellowship. We raise both prayer and financial support for other Bible Societies around the world; supporting Bible Translation, Production and Distribution, Literacy work and also Bible Engagement and Advocacy. We also support Bible projects here in Northern Ireland, helping people here engage more with God's Word.

In 2026, we are supporting 33 different projects in 32 different countries around the world providing approximately £400,000 across all areas of the Bible lifecycle.

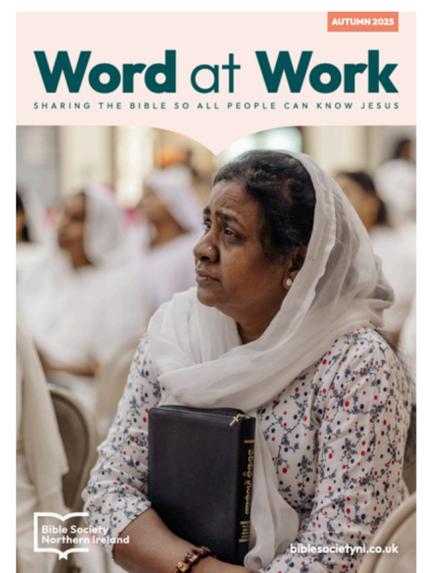
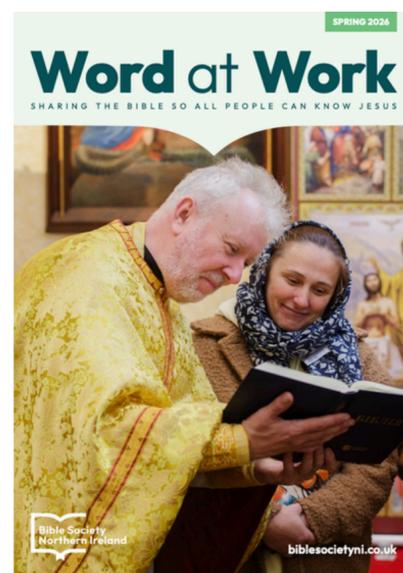
We are also passionate about Bible engagement in our local community. We are blessed to have had the Bible readily available for many years in Northern Ireland, and at Bible Society Northern Ireland we want to help everyone connect with God's Word.



We love sharing with our supporters about how God is working around the world. Along with our volunteer team, we speak in groups and churches around Northern Ireland throughout the year. This is a great opportunity to share about what we do and inspire others to get involved and support our work.

One of our main channels of communication with our supporters is through our magazine, *Word at Work*, which is produced 3 times per year.

*Word at Work* includes stories from various projects, updates from our brothers and sisters around the world, resources, and prayer points. It's our hope and prayer that the stories we include encourage those who read it and move them to pray for Bible work around the world.



# How we are organised

## Board of Trustees



**Wilson Beare**  
**CEO**

**Finance &  
Operations  
Manager**



**Aaron Sweeney**  
**Communications &  
Projects Manager**



**Mark Wells**  
**Community  
Partnerships Manager**



# Strategy 2025 & Beyond

## Our mission is

“ To share the Bible in an accessible way, so that all people can discover and live out God’s purpose for their lives. ”

At Bible Society Northern Ireland, we believe the Bible changes lives. As we look to the future, we are more committed than ever to ensuring that God’s Word is heard, read, and lived—both here at home and across the globe.

Our Strategy 2025 and Beyond is a bold step forward, building on our rich legacy while embracing new opportunities to serve. It is shaped by a simple yet powerful vision: to see lives transformed through the Bible. Every initiative, partnership, and conversation flows from this purpose.

Guided by our mission and grounded in our values, we’ve identified four strategic pillars that will define our journey:

### **Enhancing Our Presence and Impact Locally and Globally**

We’re deepening our church engagement through new networks, volunteer speakers, and a clear pathway from first contact to committed partnership. By launching pilot projects, producing fresh Bible resources, and expanding our reach to diaspora communities and chaplaincy settings, we’re making Scripture more accessible, relevant, and transformative across every context we serve.

### **Inspiring New Audiences**

We’re passionate about engaging people who may never have opened a Bible before. Whether it’s through innovative digital tools, creative outreach, or local partnerships, we’re working to introduce the story of Scripture to new generations and diverse communities.

### **Communicating with Purpose**

We want people to know not just what we do, but why we do it. By telling stories of impact—from translation projects overseas to changed lives here in Northern Ireland—we aim to strengthen trust, deepen engagement, and spark fresh enthusiasm for Bible mission.

### **Building a Sustainable Future**

To continue this vital work, we’re investing in the long-term future of the organisation. Through careful stewardship, strong supporter relationships, and forward-thinking innovation, we’re creating a foundation that will serve generations to come.

This is more than a strategy—it’s a call to action. A call to join us in a movement that spans countries, cultures, and generations.



# Job Description

## Role Summary

**Job Title:** Finance & Operations Manager

**Reports to:** Chief Executive Officer

**Location:** 27 Howard Street, Belfast with occasional travel throughout Northern Ireland.

**Hours:** 30 - 35 hours per week (with occasional evening & weekend work required)

**Salary Band:** NJC Point 26-31 depending on experience (£37,280-£41,771 pro rata)

**Pension:** 4% employee contribution and 8% employer contribution

**Holiday Entitlement:** 25 days per annum plus 12 Statutory Days (pro rata)

**Duration:** Permanent (subject to 6-month probation)

## Job Purpose

Lead the Society's day-to-day finance operations, supporter income processing, and office management. Ensure accurate and timely accounting, payroll and pensions administration, banking and cash handling, Gift Aid and VAT compliance, and the integrity of supporter data on our CRM. Provide high-quality governance support to the Board/Executive, maintain effective systems (e.g., Xero, CRM, payroll software), and deliver excellent donor care and office services in line with charity best practice.

## Key Working Relationships

- CEO and Senior Leadership
- Board and Finance Committee members
- Auditors and professional advisers
- HMRC, Charity Commission, Pensions Regulator, banking partners
- Supporters/donors, churches, suppliers and tenants
- Colleagues and volunteers across BSNI

## Core Responsibilities

### 1) Supporter Income Processing & Database Management

- Process supporter donations and gifts accurately, ensuring appropriate categorisation and reconciliation (e.g., appeals, deputation, trading).
- Create and maintain donor records; process amendments and returned mail; produce acknowledgements/receipts in a timely manner.
- Analyse and report on campaign responses; prepare data selections for bulk mailings and supporter communications.
- Manage the Direct Debit cycle (set-up/changes/cancellations); prepare submission files to the agent and import returns.
- Oversee monthly Gift Aid processing and online submissions to HMRC; maintain valid declarations and investigate exceptions.



## Job Description

### 2) Financial Accounting & Reporting (Xero)

- Maintain primary financial records for all income and expenditure; monitor bank balances and cash flow.
- Prepare monthly payment runs for authorisation; ensure appropriate approvals and audit trail.
- Produce monthly/YTD cash sheets, reconcile bank accounts and control accounts, and investigate variances.
- Prepare quarterly management accounts (with comparisons to budget and prior year), including accruals, prepayments and journals.
- Maintain fixed asset register and depreciation schedules; debtors and creditors ledgers; stock records and updates.
- Prepare VAT returns (quarterly) and submit on time; resolve queries with HMRC as required.
- Prepare annual accounts and audit files; liaise with external auditors and finalise year-end adjustments.
- Provide financial insight and advice to the CEO and Board to support informed decision-making, budgeting and long-term financial planning.

### 3) Payroll & Pensions Administration

- Administer monthly payroll using approved software (e.g., Xero Payroll/BPT-RTI), ensuring accurate PAYE/NIC calculations and RTI submissions.
- Manage auto-enrolment duties and pension contributions; maintain records of starters, leavers, and changes.
- Process staff expenses and statutory payments (e.g., SSP/SMP/SPP) in line with policy and legislation.
- Reconcile payroll to the general ledger and prepare payments to HMRC and pension providers.

### 4) Banking & Cash Handling

- Operate e-banking for incoming/outgoing payments; manage petty cash and credit card reconciliations.
- Ensure robust cash-handling controls, weekly deposits, and timely bank reconciliations.
- Maintain accurate records for invoices, lodgements and journals; resolve discrepancies promptly.



## Job Description

### 5) Governance & Audit Support

- Plan the annual audit timetable; prepare draft accounts and supporting schedules; coordinate auditor queries.
- Provide administrative support to the Board and relevant committees, including preparing papers, coordinating meetings, recording minutes and tracking actions to completion.
- Prepare statutory and regulatory returns (e.g. Charity Commission) in collaboration with the CEO.

### 6) Office Management & Facilities

- Oversee office facilities and premises management, coordinating maintenance, equipment, supplies and services to ensure the smooth running of Bible House.
- Develop administrative processes and policies aligned to best practice and GDPR.

### 7) Stock & Trading Support

- Maintain stock records (e.g. items, ISBNs, prices) and perform quarterly stock-takes.
- Raise invoices for trading sales and follow up on outstanding balances; reorder stock as required.

### 8) Donor Care & Events Support

- Respond to supporter enquiries promptly and courteously; ensure accurate acknowledgements and receipts.
- Support exhibitions and deputation engagements as required, in collaboration with colleagues and volunteers.

### 9) Compliance & Risk

- Ensure compliance with HMRC (VAT, Gift Aid, PAYE/NIC, RTI), Charity Commission, PCI DSS and GDPR requirements.
- Maintain internal controls and finance procedures; propose improvements and deliver annual reviews.

### 10) General Administration

- Be a welcoming first point of contact for the office, answering phones, and managing info@ email address.

This is not an exhaustive list; it acts as a guide which may be amended after consultation with the postholder.



# Person Specification

## 1. Essential

- Educated to A-Level standard or equivalent.
- ATI Accounting Technician qualification or equivalent.
- Strong IT skills with a proficiency in Microsoft Office.
- Proven experience in double-entry bookkeeping, bank reconciliations, management accounts and budgeting.
- Experience with Xero Payroll or equivalent and pension provider interfaces.
- Hands-on experience with Xero (or equivalent) and Charity CRMs.
- Working knowledge of Gift Aid, VAT, payroll/RTI and pensions auto-enrolment in a charity context.
- High accuracy and attention to detail; confidentiality; excellent communication and customer service skills.
- A committed Christian who supports the mission, ethos and values of Bible Society Northern Ireland.
- Strong organisational and time management skills with the ability to manage multiple priorities and meet deadlines.

## 2. Desirable

- Experience in a faith-based/charity environment and with audit preparation.
- Familiarity with Direct Debit agency processes and PCI DSS.
- Holds a full UK Driving Licence, with access to a vehicle.

## Key Performance Indicators (illustrative)

- On-time and accurate monthly management accounts, VAT/Gift Aid submissions and payroll filings.
- Bank and control account reconciliations completed by agreed deadlines with minimal errors.
- Audit completed on schedule with minimal adjustments; positive internal control findings.
- Donor acknowledgements issued within agreed service levels; accurate supporter data.
- Well-maintained office with minimal downtime; effective support to Board/Executive meetings.



## How to Apply

Please return a completed application form by email to: [wilson@biblesocietyni.co.uk](mailto:wilson@biblesocietyni.co.uk)

The deadline is **noon on Monday 13th April 2026**. Any applications received after this date will not be considered.

Contact Wilson Beare on 028 9032 6577 if you have any queries about the role or the application process.

### Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Wilson Beare so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

### Equal Opportunities and the Occupational Requirement

Bible Society Northern Ireland is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998, it is an occupational requirement that Bible Society Northern Ireland’s Finance & Operations Manager is a committed Christian.

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

## Timeline

Application form to be submitted by <b>noon Monday 13<sup>th</sup> April 2026</b>
Interviews - <b>week beginning 27<sup>th</sup> April 2026</b> - Bible House (a secondary interview may be required)
Decision made by <b>15<sup>th</sup> May 2026</b>



# Sharing the Bible so all people can know Jesus

