



God's Word to God's World

Director of Finance & Operations

Job Description and
Person Specification

Version 1.0 April 2019

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About Crosslinks

Crosslinks is an international mission society with its roots in the Bible and works principally within the worldwide Anglican Communion.

Crosslinks' prime focus is making Christ known through the proclamation and teaching of God's word in the power of the Holy Spirit. It is an enthusiast for creative worldwide mission. Crosslinks' slogan is 'God's word to God's world'.

Crosslinks has two priorities:

1. Evangelistic opportunities. Since belief comes through hearing God's word, Crosslinks aims to recruit and deploy Christian disciples in evangelistic opportunities to reach the unreached, wherever they are, through all appropriate means.

2. Training trainers. Since it is the gospel that produces and sustains churches, Crosslinks aims to serve churches by nurturing competent, godly pastor teachers. To achieve this we resolve to focus our efforts on training, equipping and resourcing those who can teach others also.

Crosslinks seeks to fulfil these priorities by means of its long term, short term and indigenous mission programmes.

Job Description

Reporting to the Mission Director, the Director of Finance & Operations has responsibility for all financial matters relating to the society and the support infrastructure that underpins the work of Crosslinks in achieving its objectives.

This role is based at the Crosslinks head office (251 Lewisham Way, London, SE4 1XF) but may occasionally require UK and overseas travel.

The Director of Finance & Operations has four direct reports: Accountant, Bookkeeper, IT Manager and Office Administrator. The post holder is also supported by the Executive Assistant & PA to the Mission Director.

Key Functions:

Finance

To be responsible for all financial matters. To ensure the ongoing, overall financial health of the society, by the provision and management of budgets, monthly management accounts, statutory accounts, and the effective management of all the Society's investments, pensions and properties.

Human Resources

To have responsibility for the Human Resource function for UK based staff; ensuring an effective system for the recruitment, management, training, development and support of all staff to achieve the Society's objectives. Compliance with all legal and regulatory requirements relating to employment matters.

Information Technology

To oversee and develop the IT infrastructure in order to best support the activities of the society and comply with all relevant data protection legislation.

Administration

To ensure the necessary resources are provided and proper standards maintained for the protection of staff, including any legal or regulatory requirements, health and safety matters, risk management and the maintenance and security of property. This will include the establishment and maintenance of appropriate administrative systems to support all the activities of the Society.

Board of Trustees

To ensure, in conjunction with the Mission Director, that Crosslinks Board of Trustees is supported, through the provision of a corporate secretarial type function and of appropriate advice and information on all relevant matters. This will include ensuring that the Society is compliant with all legal, financial and personnel obligations under UK Law and Charity Legislation.

Leadership Team

Plays a full part in the senior leadership team under the Mission Director to achieve all the Society's objectives.

Other duties

Anything else requested by the Mission Director commensurate with the post.

Person Specification

Personal:

A mature and committed Christian, seeking to live in obedience to the Lord Jesus Christ; who has crystal-clear and strongly held evangelical convictions, and prepared to align themselves with and sign the Crosslinks 'Basis of the Society'.

Someone who has a biblical understanding of mission, being able to own Crosslinks' vision of taking God's word to God's world.

A leader who is flexible, servant hearted; able to inspire others and to fulfil the variety of responsibilities in the job description above.

An understanding of the Church of England and the worldwide Anglican Communion would be beneficial but not essential.

Not disqualified from holding a senior management role in a charity.

Professional Experience and Qualifications:

Essential

Previous management experience at a similar level.

A working knowledge of charity finance and accounting and legal requirements relevant to the Society.

A demonstrable level of effective organisational and project management skills, and ability to work well within a busy, multi-disciplinary team and office environment.

Ability to handle deadlines against changing or conflicting priorities.

A willingness to be 'hands on' as may be occasionally required, in order to ensure the Society is run effectively and efficiently at all times.

Excellent communication skills. An ability to communicate in a way that is gospel-focused and grace-driven.

Conversant with Microsoft Office 365 and an awareness of how this and other technology might best be applied to support the Society.

Preferred

Experience of management/leadership, at a senior level, within a Christian organisation.

Appropriate qualifications would be desirable.

High level experience of Human Resources management.

Experience with budgeting, fundraising, investment management and pension liabilities.

Experience with charity governance and corporate secretarial responsibility.