

Welcome to London City Mission!

At the heart of London City Mission (LCM) is a vision for a growing and flourishing church that is envisioned, equipped and enabled to share the love of God and good news of Jesus with the least reached communities in London. We have a desire to work with churches to see people who might otherwise never hear the gospel, come to know salvation and fullness of life in Jesus Christ.

The way we do that, and the people groups we reach, changes as London changes, but sharing the gospel in word and deed with people least likely to hear it remains at the core of what we do, as it has done for 185 years.

LCM exists to serve the Church in London in sharing the love of God and the good news of Jesus Christ with people in London who are least likely to hear it.

We estimate that there are over three million least reached people in London – those living on the margins of society, people from other nations, cultures and faiths, and those people living on some of the poorest and most deprived estates in the city. These are the people who are least likely to have a Christian friend, or someone to tell them about Jesus or invite them to a church. Working as a catalyst alongside the Church, together, by God's grace, our vision is to see more workers raised up for the harvest, with many more people from the least reached communities in London hearing about Jesus for the very first time and responding to the good news.

This is a unique opportunity to impact London with the gospel.

It is an incredibly exciting and hopeful time to join us as we are in a time of growth and change. Our hope for London is growing as we mature in prayer together. As a missionary team, we gather regularly to share fellowship, training and updates, but the heart of the work is incarnated in London's neediest neighbourhoods: where our missionaries live, work and worship.



A bold and focused new strategy has been agreed: **Because London Needs Jesus!** To deliver our ambitious aspirations and to see a move of God amongst the poor of London, we have restructured to create clearer lines of leadership, support and accountability for our entrepreneurial front-line mission teams. We are now recruiting to a number of London based roles including area team leaders and various roles within their missionary teams. They will inform research in urban mission and the mission landscape in London, and provide expertise in good practice to work with and mobilise churches across London to reach some of the least-reached groups in our city.

We are seeking a Gospel-hearted individual with experience in accountancy in a charity organisation.

It's a crucial and exciting time in the history and further development of London City Mission, and through this role the successful candidate will be able to make a difference in London for the salvation of souls and to the glory of God.

† Rooted in Christ † Christ-like Love † God Glorifying Excellence † Spirit-Inspired Perseverance and Courage †

CHARITY ACCOUNTANT JOB DESCRIPTION



Department: Finance & IT
Reporting to: Head of Finance & IT
Responsible For: N/A
Location: Head Office, 175 Tower Bridge Road

About Us

At London City Mission we are passionate about sharing the love of God and the good news of Jesus Christ with the least reached in London, and to do this in partnership with churches.

To help us do that, we have developed a set of values which shape the way we work and relate with each other:

Rooted in Christ

We are prayerfully dedicated to doing God's will and living in his way, according to his word

Christ-like Love

We look not to our own interests but to the interest of others because we are united as brothers and sisters in Christ

God Glorifying Excellence

We pursue the best that we can to glorify God and serve each other in all we do

Spirit-Inspired Perseverance and Courage

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

Overall Purpose of the Role

This role will support the Head of Finance and IT in the management of the Finance team, VAT & payroll and in the preparation of financial analysis reports for the Leadership Team, and Trustee Board and sub-committees.

About You

- You are wholly committed to growing in your evangelical faith, rooted in Christ. Prayer and the study of the Bible is foundational in your own spiritual walk.
- You will have a passion to reach least and difficult to reach communities in London with the gospel.
- You will enjoy working alongside Christians.
- You will have excellent people and administration skills.
- The role is for a hands-on, adaptive and flexible fully qualified accountant experienced in the preparation of financial statements, financial and management reporting, annual financial planning, VAT and supervising Payroll for a Christian Charity.

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Summary of main responsibilities

Working closely with the Head of Finance & I.T. the Charity Accountant will be responsible for: -

- Financial planning, monitoring and reporting at an operational level
- Financial management and governance to comply with statutory and external requirements and regulations
- Assisting in the review and improvement of financial and business processes, procedures and controls to support the charity in its work
- The preparation of requirements for the statutory auditors
- Supervising a small team of finance and administrative staff
- Supervising and assisting in payroll, VAT and Corporation Tax
- Controlling bank reconciliations
- Business partner for some Cost and Investment Centre Managers and local Christian centres

Main Responsibilities:

A. Finance

Reporting & Control

Responsible for providing accurate and timely financial plans and reports and financial advice including: -

- VAT
- Payroll
- Ensure Property Financial statements in line with SORP & accounting standards
- Monthly Management Accounts
- Annual Statutory Report
- Balance Sheet
- Cash Flow management
- Assist in Annual Financial Planning and monitoring
- Taxation and Gift Aid management

Processes

- Proactive management and improvement of financial processes, either directly or through staff including: -
 - All Sage 200 modules for:
 - Ledger entries
 - Nominal ledger
 - Rental income
 - Purchase ledger
 - Payroll accounting
 - Financial reporting
 - Bank and cash book
 - Barclays Bank internet banking
 - VAT returns and reports
 - Donations recording including:
 - Gifts
 - Gift Aid
 - Legacies
 - Preparation of accounts in respect of Christian Centres
 - Internal Control of Christian Centres

B. Administration

- Management of bookshop trading activities
- Management of pool and staff car assets

C. Project management

- Selection and implementation of a new finance package and ensuring completeness of data migration.
- Maintaining systems synchronisation between accounting software and property, HR and fundraising softwares
- Assisting in the accounting, commercial and taxation advice and activities of the redevelopment of a significant property portfolio.

Expected Standards

Employees are expected to:

- Fully participate in the spiritual life of LCM including attending the annual week of prayer, monthly Team Days and weekly/daily staff prayer meetings.
- Take due care of your own Health and Safety and that of others in your working environment.
- Attend LCM-provided training needed to support you in the delivery of the requirements of your role.
- Be a committed member of a local church.
- Be an advocate for and role model LCM's values.

Key Internal Relationships:

- Other missionary team members in their teams, other Team Leaders, Field Directors and other Ministry HQ staff.
- Other missionaries in other areas with a similar specialism of ministry to the least reached
- Training and Mentoring.
- Other functions in LCM: Church Partnerships, Communications, Fundraising and Supporter Relations, Property and Finance and HR.

Key External Relationships:

- Church leaders, staff and members in the areas their Team leaders operate in including their own church.
- Members of other para-church organisations supporting delivery of ministry plans.

Person Specification

A. Experience:

Essential

- Minimum of five years' successful experience in financial management.
- Experience of financial software, including Sage 200, and MS Office
- Qualified ACCA, CIMA or ACA Accountant, including relevant post qualification
- Proficiency in financial accounting & reporting, including external statutory reporting and audit
- Management accounting experience including planning, forecasting, monthly reporting, payroll and VAT

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- Proven ability for implementing and monitoring financial controls
- Staff management experience
- Knowledge of legal and HR issues
- Detailed knowledge of Charity Accounting and the Charity Corp.
- High degree of IT literacy

B. Key Competencies

1. **Motivation:** Understands the main aim of LCM's new strategy and of this role, and what this role means in practice; and is motivated to deliver the full scope of this role as set out in this Job Description as a ministry for the Lord's work.
2. **Technical:** Can deliver on all the technical aspects of VAT & payroll and in the preparation of financial analysis reports. Can ensure rigorous compliance with all relevant legal regulations and best practice in line with LCM policies and procedures. in conjunction with the Team Manager, Data Protection Manager, Safeguarding Officer and other relevant colleagues and external parties.
3. **Practical Solutions:** Is able to understand the key needs, issues, challenges and opportunities in the operational administration of effective accountancy and financial management; can think through a range of options for how to address these and identifies and applies appropriate practical solutions or courses of action.
4. **Influence:** Can apply a range of behaviours to engage with and influence people and adjusts the approach to suit the situation. Communicates key information clearly, simply, and confidently. Can build credibility as a trusted accountant and partner in ministry.
5. **Judgement:** Makes timely and sound judgements and decisions, seeking advice and approval from the Head of Finance & IT or Director of Finance, or other colleagues as appropriate; ensures judgements and decisions are aligned with LCM's strategy and goals, and that LCM make the most of opportunities. Applies Godly wisdom.
6. **Planning and organising:** Commit plans to the Lord. Able to look well ahead and develop clear and workable plans to get things done in a timely, effective, and efficient way. Can provide clarity and advice on priorities, goals, and the way forward, as well as milestones and measures to ensure self and teams follow relevant and robust plans. Monitors progress in delivering their plans and takes relevant and timely action to keep things on track.
7. **Service and relationships:** Co-ordinates delivery of excellent customer service. Able to build and maintain fruitful working relationships within LCM and external partners. Builds a network of people and uses this proactively. Resolves conflict well and refers issues to more senior colleagues, as appropriate.

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8. **Collaboration and Teamworking:** Co-operates well with others and shares information, knowledge, and expertise to support the work of the team. Willing to learn from others. Works as part of a team and contributes to team goals. Responds well to requests for information and help. Works collaboratively within their own team as well as with colleagues across LCM (Field and Head Office).

9. **Drive:** Focuses on agreed priorities and manages time and effort to make progress. Proactive to get things done and to keep things on track. Stewards well their time and resources. Anticipates potential blocks to progress and finds a way forward, asking for help and advice from their Line Manager or other colleagues when required. Takes initiative to improve ways of doing things to meet ministry needs and to continually improve and develop the work of the Finance & IT Department.

10. **Values:** Our four LCM values clearly shape the way they work and relate with others.

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of LCM's changing needs.

OCCUPATIONAL REQUIREMENT

London City Mission (LCM) is an organisation committed to preaching the Christian gospel to the people of London.

The Finance Department is expected to conduct the business of LCM in line with the Mission's Evangelical Christian ethos and values. All employees are expected to represent LCM and must have a willingness to share their personal journey to the Christian faith and the life-transforming message of the gospel, and lead and join in prayer meetings. A full understanding of the Christian ethos which provides the basis for the strategy and objectives of LCM is essential.

The Charity Accountant will contribute towards policy decisions, stewardship of God's provision for the mission and the meeting of the Charity's objectives.

The other aspect of the position involves the managing and supervision of the Finance Department team. The Charity Accountant will be expected to lead and manage that team within the Christian values and guidelines of the Mission.

On this basis, we consider there is a prima facie case that the person appointed in this role be an evangelical Christian.

Employees are required to agree to the Mission's Statement of Faith and Conduct.

This job description does not form part of a contract of employment.

Statement of Faith and Conduct

As Evangelical Christians we accept the following doctrines which we regard as crucial to the understanding of the faith, and which should issue in mutual love, practical Christian service and evangelistic concern:

- The revelation of the triune God given in the Scriptures of the Old and New Testaments and the historic faith of the Gospel therein set forth.
- The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgement.
- The divine inspiration of the Holy Scripture and its consequent entire trustworthiness, clarity and supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of fallen man, making him subject to God's wrath and condemnation.
- The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin, and from its eternal consequences.
- The justification of the sinner solely by the grace of God through faith in Christ crucified and risen from the dead.
- The illuminating, regenerating, indwelling and sanctifying work of God the Holy Spirit.
- The priesthood of all believers, who form the universal Church, the Body of which Christ is the Head and which is committed by His command to the proclamation of the Gospel throughout the world.
- The calling of all Christian people to a life of holiness and prayer according to the Holy Scripture.
- The expectation of the personal, visible return of the Lord Jesus Christ in power and glory.

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Charity Accountant, October 2020