



## FINANCE OFFICER

### KEY RESPONSIBILITIES AND PERSON SPECIFICATION

#### About Stand by Me

We are a Christian children's charity caring for over 3,800 kids across the world, from Myanmar to Colombia to Ethiopia. No two are the same, so we take care to understand and meet each of their individual needs, from food and healthcare, to loving parents and quality education.

Our motivation is to follow the example of Jesus who took action against injustice, embraced those classed as untouchable, fed the hungry, comforted the hurting, was a friend to the outcast and an advocate for the vulnerable. We believe as we demonstrate God's love, we offer hope — the same hope that allowed Jesus to see not only people's suffering and sadness, but also their potential.

We work in some of the world's poorest countries which in recent years have been further troubled by the pandemic, wars and military coups, and natural disasters including earthquakes and flooding. As a team we work dynamically to quickly enable our staff teams on the ground to respond to urgent needs. A flexible and proactive approach is therefore required of all staff as we adapt to ensure we are providing the required support at the right time to the right beneficiaries.

#### The role of Finance Officer

We have a small and dedicated UK staff team, and the Finance Officer is crucial in enabling the smooth-running of UK fundraising and supporter relationship functions as well as enabling our vital work overseas to operate efficiently with excellent accountability. This vacancy has arisen due to an internal promotion and is a full-time role based in our Essex office, offering flexibility for part-time home working after training is completed.

You will be responsible for producing management reports and analysis, as well as the day-to-day and administrative functions of the Finance Department. You will also play an important role in budgeting and meeting the regulatory requirements of the organisation. You will work with our Office Manager and small team of amazing volunteers who will support you in administrative tasks.

Stand by Me are excited to welcome applications from people who have proven experience in a similar role to join our staff team as we seek to continue providing the best level of care to some of the world's poorest children. We are looking for someone who is proactive with excellent organisational and time management skills to manage their busy and varied workload.

Those individuals interested in applying for this post should submit a Cover Letter highlighting how your current experience makes you a suitable candidate, your CV and the enclosed Application Form.

**Applications should be submitted via email to: [jobs@standby.me](mailto:jobs@standby.me)**



**We rescue children,**  
then we do whatever  
it takes to provide  
the care, love and  
attention they need  
to thrive.

**Job Title:**  
Finance Officer

**Contract:**  
Full-time permanent  
position

**Salary:**  
£30,000 - £35,000  
dependent on experience +  
7% employer pension  
contribution

**Location:**  
Stand by Me Essex Office,  
Romford RM2

**Responsible to:**  
Finance Manager



## Key Responsibilities

- Responsible for the smooth day-to-day running of Accounts functions of SBM-UK, including receipting donations, paying suppliers, transferring funds to overseas projects, running payroll, processing gift aid claims and bank reconciliations
- Produce monthly financial reports and specific analysis to equip the Senior Leadership Team and Trustees to make well informed operational and strategic decisions
- Provide analysis and reports as requested to assist in producing budgets and monitoring financial activity
- Carry out tasks as directed to ensure Stand by Me meets the financial and reporting requirements of regulatory and official bodies
- Ensure a robust system of financial controls is in place and that financial policies and processes are adhered to
- As part of the Stand by Me staff team attend and participate in weekly devotions to pray for the work of Stand by Me and wider issues

## Additional information

- There will be opportunities to visit our project sites for short-term trips (up to 2 weeks in duration) to provide training to overseas staff on financial matters and assist with internal audits
- All of our overseas sites are managed by local Christians and run with a Christian ethos, therefore you will be expected to join in with the Christian activities and represent SBM-UKs statement of faith.



### Person specification - Finance Officer

Stand by Me are committed to rescuing children then doing whatever it takes to provide the care, love and attention they need to thrive and welcome applications from all applicants who meet the essential criteria for the role of Finance Officer.

<b>Reporting to</b>	Finance Manager
<b>Hours</b>	35 hours per week Monday - Friday 9am – 5pm inclusive Full time permanent position (subject to passing 6 month probationary period)
<b>Location</b>	Based at our Essex office with opportunity to partially work from home after fully trained

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured by</b>
<b>Qualifications and Experience</b>	<p>Experience in a similar finance administration role</p> <p>Demonstrable ability to work as part of a wider team to achieve common goals</p> <p>Knowledge and understanding of the work of Stand by Me around the world</p>	<p>Accounting/Book-keeping qualification</p> <p>Degree level qualification</p> <p>Previous experience of volunteering/working within a charity</p> <p>Previous experience of line managing staff / volunteers</p>	<p>CV</p> <p>Certificate</p> <p>Interview</p>
<b>Skills and Abilities</b>	<p>Advanced Excel skills, a good knowledge of other Microsoft Office products and competent to learn new software</p> <p>Excellent attention to detail</p> <p>Ability to flexibly and effectively work with international colleagues</p> <p>Able to clearly communicate financial information to colleagues and supporters, including non-finance audiences</p> <p>Excellent time management skills and ability to manage numerous projects simultaneously</p> <p>Ability to use own initiative, plan &amp; prioritise while working individually as well as in a team environment</p> <p>Fully fluent English language communication skills, both written and oral</p>	<p>Ability to relate to a wide range of people e.g. Church leaders, supporters, team members, school staff and pupils</p> <p>Previous experience of being employed to work with children and young people</p>	<p>CV</p> <p>Interview</p>



	Essential Criteria	Desirable Criteria	Measured by
<b>Personal Qualities</b>	<p>Friendly and approachable in one-to-one and group settings</p> <p>Able to attend and participate in prayer meetings for the work of Stand by Me</p> <p>Commitment to, passion for and belief in the organisation's aims</p> <p>Be in sympathy with and support of the ethos of the Stand by Me mission statement and Statement of Faith</p>		<p>Application form</p> <p>Interview</p>