



Candidate Pack: Senior Finance and Operations Manager

Introduction to Transform Europe Network (TEN)

Transform Europe Network (TEN) is a dynamic and innovative Christian organisation dedicated to transforming lives and communities across the Balkans and Eastern Europe. We celebrate 60 years of God's work through TEN this year.

TEN is unique in supporting local Christian leaders to spread the gospel and to see vibrant, Christ-centred communities flourish as agents of holistic transformation. Through collaboration with local partners in Europe, particularly in areas of hardship or limited gospel presence, we deliver initiatives that empower individuals, strengthen communities, and promote spiritual and social change.

At the heart of TEN's mission is a commitment to support and equip local Christian leaders and organisations in Europe to bring about lasting transformation. By addressing both spiritual and physical needs, TEN seeks to exemplify and share God's love in practical and purposeful ways.

We embrace core values of faith, integrity, collaboration, and innovation, reflecting our dedication to modelling Jesus's teachings in everything we do. Our organisational culture fosters teamwork, accountability, and continuous improvement, ensuring we remain responsive to needs and opportunities in our mission field.

Role Overview: Senior Finance and Operations Manager

Transform Europe Network is seeking an experienced and visionary Senior Finance and Operations Manager to join our senior leadership team. This vital role provides strategic leadership and oversight of TEN's financial, operational, and data governance functions, enabling us to fulfil our mission and achieve our growth objectives. Reporting to the Chief Executive Officer (CEO), the Senior Finance and Operations Manager (SFOM) will play a key role in shaping and delivering the organisation's financial strategy, operational excellence, and compliance standards, while fostering a positive organisational culture aligned with TEN's Christian ethos.

- Salary: £38,00-£40,000
- Hours: Full-time – 37.5 hours per week
- Pension contribution: 7%
- Annual leave: 25 days per year +0.5 days for each year of service to a maximum of 5 additional days.
- Place of work: the TEN office in Bristol (working in the office at least 3 days per week).

Principal Purpose of the Job

The SFOM will:

- Provide leadership and oversight of TEN's financial, operational, and data governance functions.
- Lead and develop a small team of staff and volunteers, fostering accountability, collaboration, and continuous improvement.
- Act as a key advisor to the CEO and Board of Trustees on financial and operational matters.
- Ensure compliance, sustainability, and innovation across TEN's core support functions.
- Deputise for the CEO when absent.

Key Responsibilities

Strategic Leadership & Team Oversight

- Manage and develop the Finance, Operations, and Communications team, fostering a culture of accountability, collaboration, and improvement.
- Contribute to organisational strategy and decision-making alongside the CEO.

- Represent TEN externally in financial and operational matters as delegated by the CEO.

Financial Strategy & Governance

- Work with the CEO to develop and implement long-term financial strategies aligned with TEN's mission, Christian values, and objectives.
- Collaborate with the CEO on annual budgeting processes and multi-year financial planning.
- Oversee and deliver the day-to-day financial function at TEN.
- Present financial reports and strategic insights to the Board of Trustees.
- Production of Annual Report and Accounts for examination by external auditors.
- Oversee risk management and ensure robust internal controls are in place.
- Act as Company Secretary, ensuring legal and statutory compliance including production and submission of the annual report and accounts.

Operational Excellence

- Develop and implement policies and systems that enhance organisational effectiveness.
- Develop relationships with partners, supporters, UK churches and suppliers in relation to the role.
- Oversee facilities, IT infrastructure, and supplier relationships to ensure secure and efficient operations.
- Champion innovation and digital transformation in operational processes.

Data Governance & Compliance

- To serve as Data Protection Officer, ensuring compliance with GDPR and relevant legislation, supported by an external consultant.
- Oversee the development and use of the Salesforce CRM to support organisational goals.
- Ensure data integrity, security, and reporting across TEN.

Organisational Culture & Christian Ethos

- Model and promote TEN's Christian values in leadership and decision-making.
- Participate in devotions, prayer, and spiritual support activities.
- Engage in and encourage continuous professional and personal development, personally and among the team.

Person Specification

Qualifications

Essential:

- Degree-level qualification.
- Level 4 accounting practice qualification or equivalent work experience.

Desirable:

- Degree in Finance, Accounting, or related field.
- Further accounting qualifications.

Experience

Essential:

- Experience of finance/accounting roles and financial planning principles.
- Experience of setting/managing budgets, payroll, and producing financial reports.
- Experience with CRM systems and GDPR compliance.
- Leadership within an employed role.
- Experience of preparing and presenting financial reports at Board level.
- Experience of managing teams.

Desirable:

- Charity sector experience and understanding of charity accounting regulations.
- Experience of submission of Gift Aid claims to HMRC
- Experience with international partners and multi-currency transactions.
- Salesforce CRM experience and administrator certification.
- Investment portfolio experience.

Skills

Essential:

- Excellent communication, interpersonal, and decision-making skills.
- Proficiency in Excel, QuickBooks Online (or equivalent) software, and Microsoft Office suite.
- Ability to work independently and meet deadlines.
- Strategic thinking and team collaboration skills.
- Ability to interpret and present complex financial information in a clear and concise manner.

Desirable:

- Knowledge of charity reporting standards.

Personal Attributes

- Demonstration of faith in Jesus and commitment to TEN's Christian mission.
- Proactive and flexible approach with a willingness to adapt.
- Integrity, trustworthiness, and confidentiality.
- Commitment to fostering a culture of continuous improvement.

Application Process

To apply, please submit an application form by 5pm Friday 5th September 2025. demonstrating how you meet the essential and desirable criteria. Shortlisting will be based on the information provided in the application form. Transform Europe Network reserves the right to prioritise essential criteria during the selection process.

If you would like an informal conversation with James, our CEO and / or the Chair of Trustees before making an application please email [both james.vaughton@ten-uk.org](mailto:james.vaughton@ten-uk.org) and lorenz.jorgensen@ten-uk.org.

We look forward to receiving your application and welcoming a dedicated individual to join our mission of transformation in Europe.

Shortlisting will take place the week beginning 8th September

Interviews will take place on Monday 15th September.

Transform Europe Network Organisational Chart - 2025

