

## **JOB DESCRIPTION FOR GEM UK CFO (Director of Finance)**

### **Main Job Function:**

*To oversee the financial actions and legal governance of GEM UK. By providing the proper financial and operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organisation and to ensure strength and operating efficiency.*

### **Accountabilities:**

To the CEO and Board of Trustees of the Greater Europe Mission, UK

**Line Manager:** Jeremy Dearing, CEO

### **Direct Reports:**

None

### **Purview:**

The CFO directly oversees the financial and legal health of the GEM UK in conjunction and collaboration with GEMi.

### **Operating Location:**

Home

### **Working Hours:**

The expectation will be for the CFO to work 32 hours per week (4 days). The role calls for fairly will require some travel, u, working within the Greater Europe Mission separation from family guidelines.

### **Authority:**

The CFO operates with delegated authority given by the CEO. This authority allows the CFO to take such steps as they consider necessary manage the finance and legal health to achieve agreed upon objectives. This should be done in accordance with the GEM UK policies, and in adherence to the unique requirements of UK law, and in collaboration with the various external GEM stakeholders.

### **General Responsibilities**

- Financial and Legal compliance
- Financial and legal reporting to CEO and Board
- Working with and alongside other director to prove support and advice on financial and Legal matters.
- To be part of CEO's executive to bring wisdom and advice on GEM UK effective fulfilment of its goals
- To liaise and consult with GEMi CFO

### **Financial & Legal Responsibilities and Activities:**

- To oversee the creation of budgets of income and expenditure in conjunction with the UK CEO and with full transparency to the GEM Global CFO.

- To take responsibility for compliance with all legal and regulatory requirements.
- To seek professional legal and financial advice when appropriate to safeguard the charity's best interests.
- To manage the day to day finances of the charity such as payroll, pension, account and treasury management, payment, bank transfer, GEMi reconciliation - field funds, training cost, GEMi contributions, bookkeeping and alike.
- To ensure budgets, income and other matters are communicated throughout the organisation as appropriate.
- To ensure that appropriate financial report and documentation for Executive and board meetings is created and stored.
- To provide quarterly update to department heads and Board
- To oversee the infrastructure needed to process donations in a legal manner in compliance with local laws
- To work with Personnel to provide financial advise and support including managing missionary support accounts (stewardship and management accounts), and financial schedules.
- To ensure that appropriate financial report and documentation for Executive and board meetings is created and stored.
- To oversee VISA and ILR administration. Monitoring missionaries compliance and Maintain records per UKVI duties – files/documents.
- In conjunction with the CEO set a fundraising strategy. To lead the fundraising team in implementing this strategy.
- To provide updates to the CEO on VISA, legal and finance compliance
- To lead out on preparing and submitting the annual report and returns to the charity commission.
- To oversee the investment strategy - implementing, monitoring, managing existing investments and advising the CEO and Board future investment strategy,

### **Other activities**

- Liaison with US/Int'l finance teams re Focus City, budgeting reports, expense claims
- Field Retreat – collect fees and disburse
- Attend all executive team meetings
- meeting weekly/biweekly with Line manager and any direct reports
- Attend future training as required

### **Qualifications Needed:**

- A vibrant relationship with God and exemplifies being a disciple and making disciples
- Ability to work independently and as part of a team
- Ability to work accurately with interruptions to meet deadlines
- Good communicator, listener, and team builder
- Knowledge of financial system and basic accountancy

- Organizational skills
- Flexible
- Willing to travel
- Ability to ensure compliance to applicable laws, guidelines, policies, procedures, and practices