



OMF International UK Recruitment Pack

Finance Manager



Finance Manager

Are you seeking an opportunity to lead and develop a focused and driven Finance Team within the charitable sector? Are you keen to apply your accounting and finance skills to see lives and communities transformed by the good news of Jesus Christ?

In a fast-changing church and mission landscape OMF International (UK) aims to become a centre for sharing the good news of Jesus with East Asia's peoples in, to and from the UK.

To do this, we are looking for a talented and passionate Finance Manager to proactively manage the financial position of the charity and to provide timely and accurate financial accounting and reporting. The roleholder will have special responsibility for the management of the Finance Team, ensuring all financial procedures are carried out in a timely way and to a high standard and that OMF International UK members, candidates and other stakeholders are supported effectively by the department.

As well as being an efficient manager with a proven ability to meet deadlines and a talent in accounting and finance, the ideal candidate will be able to communicate professionally and sensitively with our members, employees, candidates and churches, answering income and ministry-related queries and leading the team in regular devotions and prayer.

There is an Occupational Requirement for the jobholder to be a practising Christian, an active member of a local church, able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

We share the good news of Jesus Christ in all its fullness with East Asia's peoples to the glory of God.

Who are OMF?

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian church, serve its communities and take the good news of Jesus to people that have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 160 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: omf.org/uk/about-us/our-story



Job Description

Job title: Finance Manager

Accountable to: Director for Finance & Corporate Services (DFCS)

Primary working relationships: DFCS

Hours of work: 35 Hours per week

Purpose of the role:

To support OMF's mission and vision by proactively managing the financial position of the charity and being responsible to the DFCS for all financial reporting, including Corporation Tax and statutory reporting. The jobholder has a special responsibility for providing regular, timely and accurate reports on OMF UK financial performance as well as ensuring GDPR compliance for the 'non-member' aspects of finance.

The Finance Manager will also provide leadership for the Finance Department, upholding the Christian values and priorities of OMF in the policies and processes employed, together with supporting reporting staff and ensuring both regulatory and internal deadlines are met. The jobholder will lead the team in effectively answering finance and ministry-related queries for members, candidates, churches and other stakeholders and providing regular prayer support for OMF's ministry, candidates and team members in line with OMF values.

Responsibilities

Leadership of Finance Department

Overview of areas of work

- Manage the day-to-day processes of the Finance Team, which include income and payment processing, general ledger maintenance, financial accounting, balance sheet reconciliations, payroll and pensions administration.
- Implement procedures and methods of working to ensure the delivery of a high-quality stakeholder focussed service to OMF's internal and external stakeholders in consultation with the DFCS.
- Line manage the Finance team ensuring performance targets are met and carrying out regular staff appraisals to ensure team members achieve their full potential, in so far as this is possible within the OMF context.
- Manage Finance Team leave requests and the workload of the Finance Department to ensure that key finance duties are carried out throughout the year.
- Ensure that all Finance Team members are trained to provide cover for one another as needed, with finance role manuals kept updated and accessible across the department.
- Be responsible for GDPR compliance for all financial procedures, not relating to members.

Annual Estimate, Budgeting & Fixed Assets

Overview of areas of work

- Take overall responsibility for preparation of the annual estimate and annual estimate schedule including liaising with members for related budget data and other departmental budget holders.
- Review Annual Estimates for 40% of members before finalising AE.
- Monitor budgets against actual performance working with budget holders and members to deal with adverse variances.
- Act as a source of technical accounting expertise for departmental budget holders.
- Responsibility for all aspects of Fixed Asset accounting including maintenance of the fixed asset register and 6 monthly physical asset checks.

Year-end processes

Overview of areas of work

- Be responsible for non-member related year-end processes on OMF's International Finance System.
- Be responsible for member related year-end processes on IFS.

Management Accounts & Monthly Reporting

Overview of areas of work

- Undertake monthly management accounting, forecasting, annual accounts preparation, carrying out analysis of financial information, where relevant, to provide relevant data to assist with decision making.
- Prepare the Personal Income Report monthly and send to Area Reps and LT quarterly.
- Prepare and post the General Fund Distribution monthly.

Pensions and expenses

Overview of areas of work

- Manage OMF UK's pension arrangements for both members and employed staff including liaising with external pension administrators and other stakeholders, providing help to members and staff where appropriate.
- Approve expense claims for members.

Provide Wider Team & Ministry Support

Overview of areas of work

- Liaise with the Directors for People & Culture and Candidates in relation to the financial aspects of sensitive candidate/ member/ retired member issues.
- Support and participate in OMF International's mission, by regularly leading the daily Ministry Prayers and being open to exploring opportunities to lead office devotions and/or worship occasionally.
- Participate in weekly departmental prayers and fellowship meetings, sharing prayer points and praying for team members and departmental matters.
- Lead devotions and/or worship regularly for the UK team.
- Maintain up-to-date knowledge of finance systems and charity finance regulations through continuous professional development.
- Maintain up-to-date manuals for the Finance Manager role, detailing responsibilities and procedures.
- Any other ad-hoc duties as specified by your line manager.

Communicating on Finance & Ministry Matters

Overview of areas of work

- Answer calls made to the OMF International (UK) main telephone line with professionalism, demonstration of OMF values and clear knowledge of OMF ministry, offering prayer over the phone when appropriate and communicating with grace and discretion, particularly when dealing with retired and former members on payroll matters.
- Communicate with candidates, members, church contacts and other stakeholders in a way which demonstrates OMF values and a strong understanding of how mission work is funded within churches.
- Present Finance Department updates and prayer points and lead prayers at quarterly UK Mornings of Prayer, as well as participate in biannual OMF UK Days of Prayer, UK Team Days and Retreats.
- Attend regular internal events including Home Assignment Workshops, Candidates Course and Mobilisation Meetings and occasional external events, presenting and providing training on financial matters to candidates, members and other team members as needed and leading corporate and individual prayer for the Finance Department, UK Members and Candidates.

Journal Preparation and Month-End Duties

Overview of areas of work

- Prepare monthly journals with adequate backup documentation, where relevant, as specified on the Finance department monthly tick-list in accordance with deadlines, using Microsoft Excel and/or the Dream Import facility as needed.

Audit, Charitable Accounting & Banking

Overview of areas of work

- Take the lead role for OMF UK in dealing with the charity's auditors in relation to the annual audit.
- Support the DFCS in proactively managing the treasury position of the charity with responsibility for all Gift Aid, National Insurance, VAT (when relevant) and PAYE compliance matters and associated regulatory reporting requirements.
- Oversee the specialised work to OMF UK's charity status – Gift Aid claims.
- Act as Legacy Officer for OMF UK.
- Primary liaison responsibilities with OMF UK's bankers.
- Manage OMF UK's Credit Card arrangements.
- Payment of Inter-office account to OMF International monthly in arrears.

Other Responsibilities

Overview of areas of work

- Attend the Audit and Finance Committee.
- Act as minute taker for the OMF UK Investment Committee.
- Deputise for the Director for Finance & Corporate Services as and when required.
- Maintain up-to-date knowledge of finance systems and charity finance regulations through continuous professional development.
- Maintain up-to-date manuals for the Finance Manager role, detailing responsibilities and procedures.
- Any other ad-hoc duties as specified by your line manager.

Person Specification

	Essential	Desirable
Education	Relevant accounting qualification/part-qualification (AAT, ACCA, ACA)	Educated to degree level
Work Experience	Leadership experience and/or experience of line managing and training team members Bookkeeping experience SAGE/other payroll experience Experience of financial reporting and presenting financial information in a clear way to non-finance team members Some understanding of GDPR	Experience in a Christian, mission-based or charity context Experience working in administration Experience of using CODA Dream or other integrated ledger system finance software Experience of using Donorfy or other customer relationship management systems Good understanding of UK Christian context and cross cultural mission
Abilities	Excellent numerical reasoning and problem-solving abilities Excellent oral and written communication skills, able to present and communicate effectively and professionally with a diverse range of people Strong interpersonal skills, able to communicate with tact, grace and discretion Competent user of Microsoft Office, particularly Excel, as well as of databases, and digital communication tools including Microsoft Teams Strong organisation, administration and planning skills, able to prioritise and effectively multi-task Keen attention to detail, able to update systems in a timely and ordered way and spot discrepancies in data Ability to work effectively on own and within a team Able to handle and communicate sensitive information appropriately, using discretion and maintaining confidentiality The ability to train others in a clear and patient manner	
Motivation	Full sympathy with the aims and objectives of OMF International as an evangelical mission serving East Asia's peoples Passionate about prayer. Ready to step out in faith and lead prayers, devotions and/or worship as needed Enjoy working to high standards and finding appropriate solutions to difficult problems A natural leader, keen to support others to flourish in their roles, but also able to hold team members accountable. Committed to personal and professional development, using initiative to source own training and resources to improve knowledge of finance-related matters and OMF ministry	

Personality	Conscientious about effectiveness and efficiency in financial administration Friendly and courteous towards all external and internal contacts, including churches, members and supporters Adopts a can-do attitude and flexible approach Willing to take on board constructive criticism, to consider feedback and learn new skills Forward-thinking and keen to meet deadlines; open and keen to communicate any potential setbacks with the DFCS	Resilience & ability to maintain integrity under pressure
Circumstances	Meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement Able to commute daily to OMF National Office, Oxford Street, Manchester Able to travel occasionally within the UK or internationally for meetings and events, including overnight and at weekends	Experience of living cross culturally and/or understanding of cross-cultural mission

Terms of Appointment

- Salary £40,000 - £48,000 per annum commensurate with experience.
- Non-contributory pension of 8% of salary on completion of a probationary period and backdated to start date.
- 35 hours a week based in OMF UK's Manchester office.
- Paid annual leave entitlement of 25 days in addition to public holidays.
- Applicants must be eligible to work in the UK.
- There is an occupational requirement for this role to be filled by a Christian, see person specification and OMF International (UK) Ethos Statement.

Your application

To apply for this role, please submit a CV and covering letter to uk.recruitment@omfmail.com

Closing date: 5 December 2025

Interviews to be held in Manchester: 17 December 2025

Safeguarding Statement

OMF UK is committed to safeguarding and promoting the welfare of children and vulnerable adults. All roles may be subject to safer recruitment checks including references and a DBS check where appropriate. For our full Safeguarding Policy visit: [**omf.org/uk/safeguarding**](https://omf.org/uk/safeguarding)

Equality Statement

OMF UK is committed to being an equal opportunities employer and welcomes applications from all suitably qualified candidates. We particularly encourage applications from underrepresented groups within mission and ministry.

Data Protection

All personal data provided to OMF UK as part of the recruitment process will be treated confidentially and in accordance with our Data Protection Policy, which can be read in full here: [**omf.org/uk/privacy-policy**](https://omf.org/uk/privacy-policy)

Accessibility

If you require any reasonable adjustments during the recruitment process, please let us know.

Ethos Statement

OMF is an international, cross-cultural, Christian mission committed to the evangelisation of East Asia. As part of the universal Christian Church, OMF is an agency that works in partnership with local churches in many countries and especially those in East Asia. We endeavour to be a worshipping, praying and caring fellowship of Christians who are committed to sharing the good news of Jesus Christ in word, deed and character.

The motivation for our mission is the glory of God. We long that the one true living God should be known and glorified throughout his creation. We seek to cultivate this motivation so that it sustains all those who serve in the organisation no matter what their area of responsibility. Every task is significant and has value because it is done for the glory of God.

We affirm the following values in the context of our submission to the Lordship of Christ, the authority of Scripture, and the guidance of the Holy Spirit.

We TRUST in God

- Praying as an expression of faith is an integral part of our life and service
- Depending on God for holy living, fruit in our work and for all our needs
- Inviting others to join us in a life of faith and prayer

We are a FELLOWSHIP

- Pursuing our vision and mission together
- Caring for and supporting each other and sharing resources
- Encouraging and enhancing each other's effectiveness

We are Passionate to Reach the UNREACHED

- Keeping a sharp focus on the neglected frontiers
- Constantly evaluating and innovating in line with our vision
- Taking prayerful risks and persevering with the task God has given us

We Practice INCARNATIONAL Ministry

- Identifying with the people and living an appropriate lifestyle
- Learning culture, language and worldview
- Working in ways that encourage indigenous movements

We PARTNER in Ministry

- with sending churches globally
- with local churches in the ministry context
- with likeminded Christians and mission agencies

We LEAD from the MINISTRY Context

- Strategy is developed by those engaged in the ministry
- Structures, administration and policies are designed to serve the ministry
- Home and field work together to accomplish the ministry objectives

We Celebrate DIVERSITY IN UNITY

- Valuing the diversity that God has given us in OMF – such as ethnic, denominational, generational, personality, gifts, gender
- Respecting one another and maintaining our unity in Christ
- Fostering unity and cooperation among Christians

OMF (UK) seeks to be a community marked by love: love for God and love for neighbour (Matthew 22:36-39). This is what shapes us as a community and governs the way in which we relate to one another as individuals as well as how we seek to relate organisationally to other groups and churches with whom we partner. Therefore, the attitude and motivation of our staff and the way our mission is achieved are as important as the mission itself (John 13:34; Matthew 22:36; 1 Corinthians 13:1-2).

As this attitude, motivation and mission come only from a relationship with Christ, it becomes an occupational requirement that many of our staff are Christians who accept our beliefs as stated in the OMF Handbook. Roles that have significant leadership, or that are central to fulfilling our aims and purposes or developing and maintaining our Christian ethos, will always be held by such a Christian. There are other roles that have key spiritual elements to them, that can only be carried out by a Christian. It is also essential that these attitudes and behaviours continue, and so we expect our staff to act in good faith, with loyalty to that relational ethos, to the organisation's values, and to Christian standards of behaviour. Failure to do so may result in disciplinary action.

Notwithstanding this, the organisation is committed to diversity amongst its staff and will not unlawfully discriminate on any grounds. We believe that defining our occupational requirements so they are consistent with and permit discrimination in accordance with the law and our ethos, does not restrict, but actually enhances our commitment to diversity.