

SERVE WITH US:

Finance & Grants Officer



**CHILDREN
OF THE NATIONS®**

07746553378
helloukireland@cotni.org

Who we are

Our vision statement is "Raising children who transform nations".

Our mission is to support local partners as they provide holistic, Christ-centred care for orphaned and destitute children, enabling them to create positive and lasting change in their nations. By partnering with nationals in each of the countries we serve, we care for children from infancy to adulthood. We want each child to reach their full potential. We believe that in order to raise healthy, well-rounded children, you must care for the **whole** child.

When Children of the Nations UK & Ireland formed in Belfast in 2012 we joined an international movement launched in Freetown, Sierra Leone in 1995. Today, over 5,000 children are being cared for in Sierra Leone, Malawi, Uganda, Haiti and the Dominican Republic.

What we value

Faith

We believe in placing our trust in God for His salvation, provision, and direction. We are confident that a relationship with Jesus Christ is essential to genuine transformation. We are driven by an assuredness that does not rest solely on logical proof or material evidence.

Prayer

We believe God works through the power of prayer. We are committed to praying for our staff, children, communities, goals, and all the work in which we are engaged. Prayer reminds us that we are partnering with God to accomplish His work.

Integrity

We believe in strict adherence to moral and upright conduct, in accordance with Biblical standards, in all our actions including spiritual, financial, and personal pursuits.

People

We believe that God created all people in His image and therefore all people have value. We believe people should be treated with love and respect. We are dedicated to caring for orphans and destitute children because of God's mandate in James 1:27.

What we do

We believe the most effective way to create positive and lasting change in families, communities, and nations is through a deep investment in individual children. Providing long-term holistic care to children in the most destitute situations results in transformation – children with healthy minds, healthy bodies, emotional well-being, an authentic faith in Jesus Christ, and Biblical ethics/values. It is through the lives of these transformed young people that lasting cultural, social, economic, and political transformation will occur.

As a supporting partner, Children of the Nations UK & Ireland exists to provide funding, resources, organisational and development assistance, helping international partners carry out the COTN mission through the programs they have chosen - Children's Homes and/or Village Partnership and University Vocational. The support we offer is coordinated through Children of the Nations International (COTNI), based in the USA, with whom we are affiliated.



Children's Homes

Children who have been separated from their families are given a place to belong.

Village Partnership

Families are strengthened as parents and guardians are supported to provide for their children.

University Vocational

Young people are provided with opportunities to start careers and launch businesses.



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The Role: Finance & Grants Officer

As the Finance & Grants Officer, you will bring together Christian faith and financial expertise to support our ministry's aims and objectives locally and internationally. You will administer the finances of Children of the Nations UK & Ireland and, as part of a dynamic International Grant Compliance team, you will have responsibilities related to the different stages of grants. You will support international grantees to achieve excellence in financial management, stewardship and reporting, in accordance with the Christian principles and ethos with which the charity operates. This will involve comprehensive reviews of grantee finance reporting, flagging areas of concern and assisting with subsequent communication. You will identify training needs, provide consultation and offer spiritual encouragement to finance staff supporting the care of children in Sierra Leone, Malawi, Uganda, the Dominican Republic, and Haiti.

The international dimension of the role is such that while being managed by the UK & Ireland Director you will also report to the CEO of COTNI. This role is supported by grant funding received from COTNI.

The nature of the role and the context in which it is carried out dictates that it is a genuine occupational requirement that the person appointed must be a Christian, subscribing to the Statement of Faith and Code of Conduct of Children of the Nations UK & Ireland.

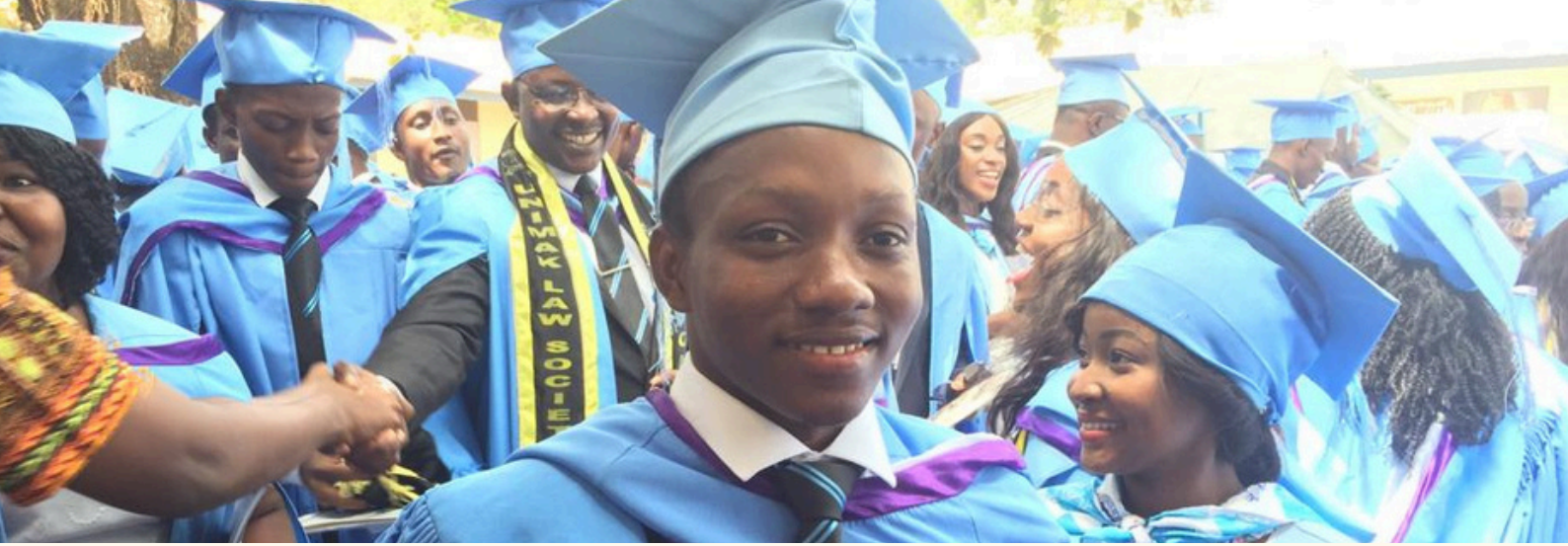
Responsible to: UK & Ireland Director

Salary: £29,500 (pro rata)

Hours: Part-time, 22.5 hours a week (evening work will be required on a regular basis)

This is a work from home position, with weekly meetings in Belfast.





You'll be responsible for...

- Praying with and for each COTNI grantee with which the post-holder is working.
- Supporting the Annual Operational Plan Budget process, ensuring accuracy and compliance with standards, creating a consolidated budget and corresponding Grant Disbursement letters.
- Providing oversight to monthly granting process, ensuring funds are granted in line with commitments made to grantees and monthly transfers are documented and authorized appropriately.
- Analysing grantee monthly reporting to ensure completion, identifying inaccuracies and budget variance and supporting International Liaison and Grant Compliance Officers to resolve any issues arising.
- Managing completion of COTNI finance standards assessment with grantees and monitoring corrective action progress.
- Reviewing reports of external auditors for each grantee annually and identifying areas of concern.
- Identifying areas of training needed by grantees and facilitating the completion of this training according to an agreed schedule.
- Mentoring grantee finance staff in biblical principles of accounting, service, stewardship and prayer.
- Providing consultation support for grantees, including supporting a full transition to Quickbooks Online.
- Ensuring consistent updating and adherence to the Common Chart of Accounts.
- Making recommendations regarding potential efficiency savings and overall process improvement.
- Reviewing exchange rates and economic trends in each grantee country.
- Administering the finances of COTN UK & Ireland, processing donations, gift aid, payments, international transfers, managing payroll and preparing budgets and reports.
- Representing Children of the Nations – in particular its Christian mission - to partners and at events, fundraisers and conferences, when required.
- Advocating for the work of COTN UK & Ireland among church contacts and others who are likely to be supportive of the aims of the charity.

You must have...

- Completed or partially completed CAI/ACCA/ACA (or equivalent).
- Experience of international Christian ministry (in a paid or voluntary capacity)
- Minimum of 3 years' experience within an Accounting Role.
- Detailed knowledge of QuickBooks
- Detailed understanding of Biblical Stewardship and its application
- Excellent numerical skills with the ability to analyse data, statistics and review budgets and expenditure
- Ability to lead prayer meetings and pray for others one on one
- Excellent communication and interpersonal skills with ability to work cross-culturally with sensitivity
- Ability to run face to face and remote training and to mentor international teams
- Strong computer skills, including use of Microsoft Office applications
- Proven organisational skills and the ability to work on own initiative and to deadlines
- Personal faith in Jesus and a passion for reaching the world with the Gospel
- Strong commitment to uphold the vision and mission statements of the employer
- Strong commitment to prayer
- Personal integrity and trustworthiness
- Willing to work flexibly, including evening working

It's an added plus if you have...

- Experience working for a charity or Christian mission agency in a similar finance role
- Full driving licence (and access to a car)
- Experience of public speaking in a church context
- Payroll experience
- Knowledge of financial legislation relating to charities
- Proficiency in French and/or Spanish
- Willingness to travel internationally if necessary

Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate how they fulfil all of the essential criteria will not be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate. It is essential that you fully describe in your application how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.





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NI Charity Number: 101681