



Dear Applicant

Post of Chief Finance Officer

Thank you for your interest in this post. Please be assured of my thoughts and prayers as you consider this position as a possible next step in your vocation. To guide you in applying, the following documents are included in this pack:

- A job description with the main terms and conditions, which includes a person specification
- Background information about Langham and the post
- The most recent Trustees report /audited accounts, a separate download

For more general information about the charity, please refer to our website, www.langham.org

We are happy that the successful applicant works from home or a convenient office but weekly visits to the Langham Service Centre in Carlisle are envisaged and therefore we are seeking a candidate within easy travelling distance of this location.

Langham Partnership has a strong Christian ethos and consequently some of the jobs within the organisation have a genuine occupational requirement (GOR) for the postholder to be a practicing Christian. This position, on our senior leadership team and with international responsibilities, has been assessed as having a GOR for the postholder to be a Christian.

Your application should include a full CV accompanied by a letter outlining how you meet the person specification. Please include some information about why you are interested in this role and your Christian involvement. We also require the names/contact details of two referees. These will not be contacted without your agreement. Applications should be emailed to john.libby@langham.org

The **closing date for applications is 12 noon Friday 28th July**. Interviews for the shortlisted candidates will take place in Carlisle on dates to be negotiated over the summer. If you wish to discuss the post informally please call me on 07816 065518 or our present part-time CFO, Elaine Hutchison, 07983 811620, elaine.hutchison@langham.org who has kindly offered to overlap as necessary.

With Christian greetings,

A handwritten signature in black ink, appearing to read "John Libby". The signature is written in a cursive style and is positioned above a horizontal line.

John Libby, National Director, Langham Partnership UK & I



Langham Partnership (UK & Ireland) (UKI) Chief Financial Officer (CFO)

Job Description

Purpose

Langham Partnership UK and Ireland (UKI) is a senior Partner in the 6 Partnerships which, linked together under a Protocol document and an international Council, together raise the funds and oversee the strategy of Langham's international Christian mission and ministry serving in more than 90 nations.

The whole Langham group has a growing annual global turnover of about £5m and much of this total flows through the UKI accounts. This is encouraged by the location of the international 'Langham Service Centre' (LSC) in Carlisle, which handles global literature distribution and provides the focal point for the three Programme streams' accounts and their complex cash flows.

UKI is about to undertake a capital campaign which will be part of a £40m global campaign coordinated by Langham internationally. UKI is aiming to raise at least £5m between 2018 – 2022.

There are around 25 Langham staff working in the UK in various LP entities. These are all on the UKI payroll and give rise to a range of tax, pension and insurance issues to be added to the usual UK VAT, charity and company reporting responsibilities. UKI has recently implemented two cloud based systems; financial accounts are shared globally via Intacct and donor support enhanced by the eTapestry CRM.

Until now financial oversight and accounting responsibilities have been covered by a part-time CFO with the support of two other staff. A recent structural review has identified the need to make the CFO position full-time. There is the expectation that almost immediately on appointment the CFO will help define, identify and recruit a Finance Manager to take more of the day to day operational responsibilities (with other staff) to enable the CFO to focus on the significant strategic issues associated with a growing international group. In the meantime, the CFO would need to get familiar and be engaged with all levels of financial tasks. The current part-time CFO will be available to assist as required during any overlap and again if required, undertake specific project work in the future.

- Reporting to the UKI National Director, the UKI CFO will be a member of the UKI senior leadership team and will act as deputy to the National Director over a range of areas. They will be responsible for the overall financial affairs of UKI.
- This appointment will also have responsibilities within LP International (LPI) and deputise for LPI's CFO (based in New Zealand), contributing towards the financial strategic direction of the Langham group as a Christian charity, managing the UK participation in the global accounting system and supporting Programme Directors in their production of budgets, accounts and cash flow reports.

Person Specification

In addition to the attributes in the following table, 3 Key aspects:

1. **Passion:** Above all, the CFO should have a passion for the mission and ministry of Langham UKI and not simply be seeking a senior charity position. S/he should have had some involvement in similar or related organisations, professionally or personally, and be able to demonstrate a genuine interest about and knowledge of Langham UKI, probably based on their obvious Christian commitment.
2. **Leadership Ability:** As a member of Langham's senior leadership team, the CFO is responsible for its success and therefore must be confident working independently, be able to engage others and harness their skills and abilities, be reliable and communicative, and, above all, be able to take the initiative. The ability to build relationships at a distance is critical and some international travel can be anticipated.
3. **Technological Ability:** The CFO should be well acquainted with Word, Excel, Outlook and use of the web, etc. Ideally the selected candidate will be able to define and create reports and use technology to manage and communicate creatively and effectively. Experience of using and managing a cloud based accounting system would be preferable as well as being comfortable using Skype and similar.

| Essential | Desirable |
|---|---|
| Experience | |
| Experience of working in a senior accounting role, including budget and financial policy formulation. | Working within the UK voluntary sector or involvement as a Charity Trustee. |
| A track record of preparing statutory accounts for audit, management accounts and other reports. | Experience of working with external auditors. |
| Experience of preparing and managing the budget cycle, working collaboratively. | |
| Experience of development and improvement of financial controls and systems. | Experience in adapting and adjusting accounting structures and systems. |
| Qualifications | |

| | |
|---|--|
| Professional accounting qualification. | |
| Competencies | |
| Strong financial management skills and ability. | Knowledge of charity SORP, charity law and VAT |
| Understanding of financial information systems, processes and internal controls. | Knowledge of CRM/ERP systems |
| External financial and regulatory reporting knowledge. | |
| Strong oral and written and presentational communication skills. | |
| Corporate governance with capability of cultivating positive internal relationships with LPUKI staff and Board and the wider Langham international network. | |
| Ability to organise self, forward plan and meet tight deadlines. | |
| A results orientation and dedication to continuous improvement. | |
| High professional standards and attention to detail. | |
| Other qualities | |
| Self-motivated with the ability to work independently as well as being able to work as part of a team. | |
| Empathy with the Christian ethos and mission of LPUKI and Langham Partnership. Regular worshipping member of church fellowship. | |
| Highest level of personal and professional integrity, ability to identify ethical dilemmas and suggest appropriate solutions. | |

Job Description

Tasks and responsibilities

Finance

- In close co-operation with the National Director (ND), in liaison with the Finance Committee, and LSC Manager, ensure that an appropriate financial policy framework is in place to guide the charity's financial decision making.
- Provide expert advice and guidance to the ND, LSC Manager and Programme Directors in relation to the overall financial landscape for LPUKI and its ongoing performance and position.
- Oversee all aspects of the input and maintenance of accurate accounting records to trial balance ensuring that these comply with statutory requirements and the relevant

accounting standards.

- Ensure that accurate restricted fund accounts are maintained and that financial records comply with donor reporting requirements.
- Prepare the statutory annual accounts in consultation with the auditors; manage the audit process and ensure that the annual financial statements comply with recommended accounting practices.
- Together with the ND, complete the Annual Return for the Charity Commission. This will require a clear understanding of any new developments in financial requirements of the Charity Commission.
- Ensure that statutory accounts and other reports are correctly and promptly filed with Companies House, the tax authorities, the providers of finance and donors as required, in line with legislative and regulatory requirements.
- Across the breadth of UKI's operations, manage investments and reserves, monitor and manage cash flows and exercise oversight of treasury dealings and the minimizing of foreign exchange losses for payments and transfers.

Budgetary planning, control and management information

- Prepare the annual budget and forecasts in consultation with ND, Programme Directors and LSC Manager.
- Prepare monthly management accounts and other management information, including profit and loss, balance sheet and cash flow statements and present to the Trustees for review and liaise with the Langham Finance staff as necessary.
- Prepare monthly performance reports overall and for each Programme Director plus LPUKI ND, based on monthly management accounts, including forecasts of future financial performance.
- Maintain records to meet legal and tax requirements and to measure both the inputs and the outcomes of the charity's operations. Provide accounting services for use by UKI and LPI managers in planning and controlling the work of the charity. This includes financial accounting, management accounting, forecasting, budgeting and control systems.
- Work with LPI's CFO in relation to global budget and accounting issues, consolidated accounts and other matters where UK input is sought. Respond to proposals, requests and questions as appropriate.

Management and development

- Provide financial information, advice and support, including training where necessary, which meets the needs of staff and Trustees.

- Keep under review software systems used and implement improvements to accounting systems and processes as required.
- Responsible for the management of finance staff based at LSC and be responsible for the recruitment of finance staff or outsourced resources when required and in conjunction with LPI CFO where appropriate.
- To be responsible for risk management in relation to the organisation's resources and operations, including insurance arrangements, disaster recovery plans and the risk register.

These are the normal duties which the employer requires at the date of appointment. However, it is necessary for all staff to be flexible and all employees may be required from time to time to perform other duties as may be required by the employer for the efficient running of the organisation. This job description does not form part of the contract of employment

Salary and Other Benefits

Remuneration: Around £40,000 – £45,000 p.a., depending on experience

Hours of work: full-time, 37.5 hours per week Monday to Friday. However, you may be expected occasionally to work such hours in addition to these hours as are reasonably required for the proper performance of these duties.

Place of Work: A combination of home/Service Centre (in Carlisle) to be confirmed.

Holidays: 25 paid working days in addition to UK public holidays and those working days falling between Christmas and New Year

Pension: LP UKI will pay pension contributions equivalent to 10% of your salary

Christian commitment (Genuine Occupational Requirement)

This position carries membership of the UKI executive senior leadership team and therefore the requirement to act in an ambassadorial role for Langham. The post holder will be required to demonstrate Christian commitment and an obvious attitude, motivation and devotional rhythm as a result of their faith. Our Staff Handbook expresses this:

As this attitude and motivation come only from a relationship with Christ, it becomes a Genuine Occupational Requirement (GOR) that most of our staff are committed Christians. 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 committed Christians. There are other roles that have key spiritual elements that can only be carried out by a committed Christian. It is also essential that these attitudes and behaviours continue, so we expect our staff to act in good faith and with loyalty to that relational ethos and to evangelical Christian standards of behaviour. Failure to do so may result in disciplinary action.

All job offers are subject to receipt of satisfactory references



Langham Partnership UKI Background information for Candidates

Langham's Vision:

To see churches in the Majority World equipped for mission and growing to maturity in Christ through the ministry of pastors and leaders who believe, teach and live by the word of God.

Langham's Mission:

To strengthen the ministry of the Word of God in countries where churches are under-resourced by:

- Enhancing evangelical theological education (Langham Scholars)
- Fostering the creation and distribution of evangelical literature (Langham Literature)
- Nurturing national movements for biblical preaching (Langham Preaching)

Langham's International Structure:

This Vision and Mission is furthered by 6 National Partners (LP's) bound together by a Protocol, raising the funding for the three Programme Streams. The international operation is coordinated by an International Council (LPIC) and an international Executive Committee formed of 2 International Directors, 3 Programme Directors and 2 National Directors (from USA and LP UKI, whose LP's presently provide over 80% of global income).

Role of Langham Partnership UKI

As one of six LP's, UKI's role is to:

- Maximise fundraising capacity (annual/regular; capital campaign; legacies; events)
- Enhance profile and communication (staff, donors and potential donors)
- Increase operational excellence and manage resources well (staff; reserves; systems)
- Help strengthen global alignment, strategy and governance

In addition to these general LP roles, the UK is host to the Langham Service Centre with its significant literature distribution, warehouse and programme support functions, and is also host to many international funding flows. These combine to produce a complex range of financial, legal and HR responsibilities.

After the recent (mid 2016) construction of a **Five Year Strategic Plan** and funding feasibility study (Mar 2017), boards in the USA and UK are committed to a global capital campaign of around £40m. This is anticipated to launch Spring 2018 for the UK.

Significant investment has recently taken place in implementing two cloud based systems. The global finances are now accounted for by '**Intacct**'. Supporter engagement in the UK is now managed and developed with the help of the '**eTapestry**' CRM system.

UKI Operational Structure

To focus on its role, UKI defines itself in 4 operational areas:

- 1) Strategy

- 2) Resources
- 3) Development
- 4) Operations

Each of these areas is headed by a full-time Manager, with these four forming the Senior Leadership Team under the leadership of the National Director (himself one of the four). The CFO (new full-time position) will lead the Resources area and the Campaign Manager (new position) will lead the Development area.

Each area has access to part-time and consultancy support. Every aspect of LP UKI's work to is allocated and managed in one of these 4 areas. Assuming targets are met and activity increases, it is likely that an Executive Assistant will be required to give administrative support across all areas.

| Development | Strategy | Resources | Operations |
|---|---|--|--|
| <i>Maximise Fundraising</i> | <i>Global alignment, SP and governance</i> | <i>Manage and steward well</i> | <i>Enhance profile and Communication</i> |
| Funding <ul style="list-style-type: none"> - Annual - Capital Campaign - Legacies - Events - Major gifts | 5 Year Strat Plan <ul style="list-style-type: none"> - Revisions - Implementation Board LP Partnerships Prayer & devotions Governance Annual timetable Relationships Risk assessment Companies House Charity Commission | Financial Accounts Mgmt Info Budget i/c & exp Property Balance Sheet Asset mgmt. Reserves INTACCT Recording and reporting | Staffing/HR Comms <ul style="list-style-type: none"> - Digital - Print - Internal - External Marketing Data security Database Systems/IT Website Compliance eTAPESTRY Supporter Management HR Toolkit Staff management |
| Key performance indicator | | | |
| Funding totals UKI Cap Campaign UKI annual funding | Board assessment and confidence UKI 5yr Strategic Plan | Timely, accurate reports SLT confidence | Increased enquiry and supporters Staff confidence |
| National Director focus | | | |
| 2.5 days/week | 1.5 days/week | 0.5 day/week | 0.5 day/week |