



Langham Partnership (UK & Ireland) (LPUKI)
Senior Financial Accountant
Salary: £35,000
Location: National, UK
Contract Type: Permanent Full Time (0.8FTE considered)

Are you a qualified accountant with proven experience who would like to play a part in supporting global mission? Are you looking for a change of direction which enables you to make a meaningful contribution to a charitable organisation? Would you like to improve your work/life balance and feel you are making a difference?

The Langham Partnership is a global movement working to equip and resource indigenous leaders around the world to multiply disciples in their families, churches and communities.

In the role of Senior Financial Accountant, you will be part of a small, friendly and committed team supporting the monthly financial processes for Langham UK and also working to improve systems and processes. You will also have a global focus, interacting with the International Finance Officer to support the consolidated budget position for the 6 international Langham Partnerships .

The role will also involve deputising for both the UK Chief Finance Officer and International Finance Officer, when required, providing opportunities to be involved in a range of areas.

The successful candidate will preferably have a professional accountancy qualification with proven skills in financial management, year-end accounts and financial systems. They will have an enthusiastic, can-do approach and be an excellent team player.

Does the above sound an exciting proposition? Then please get in touch – we would love to hear from you.

As the position will involve deputising for a member of the Senior Leadership Team, applicants must be committed to the Langham Partnership's Statement of Faith.

Job Description

Background on Langham

Our vision:

Langham's vision is 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. 61% of the world's believers reside in the non-Western world. Langham walks in the hard places of poverty, pressure and potential.

Who we are:

Langham Partnership UK and Ireland (LPUKI) 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. There are around 25 Langham staff working in the UK, the majority of whom are based in Carlisle and work from the Langham Service Centre

Further information on Langham's mission as well as copies of prior year financial statements can be found at: <https://uk.langham.org>

The Langham group has a growing annual global turnover of about £7.5m and, including around £1.5m natural UK income and expenditure, much of this cash 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.

A new purpose-built warehouse and office complex to expand the premises for the Langham Service Centre is currently being built in Carlisle with the expectation of completion by August 2021.

LPUKI is a charitable company limited by guarantee and its financial management therefore includes the usual UK VAT, charity and company reporting responsibilities as well as the statutory requirements that result from administering payroll. LPUKI uses three cloud-based systems; financial accounts are shared globally via Intacct, budgetary management and reporting via Adaptive Insights, and donor support enhanced by the eTapestry CRM. These systems all enable and facilitate remote working. Given the international nature of Langham, technology such as Zoom and Skype have long been used.

Role of Senior Financial Accountant

Until recently financial oversight and accounting responsibilities have been covered by a full-time CFO with the support of three other part time staff. A recent family addition for our CFO, and the resignation of a project accountant have led us to recruit a full-time Senior Financial Accountant to assist the CFO with both UK entity and international accounting needs.

- Reporting to the LPUKI CFO, the LPUKI Senior Accountant will be a key member of the LPUKI finance team and will act as deputy to the CFO, when required.
- Reporting to LP International's CFO, they will also have responsibilities within LP International and deputise for LPI's CFO (based in New Zealand), when required, contributing towards the financial management of the Langham group as a Christian charity, supporting the UK participation in the global accounting system and assisting in the production of timely financial reports.

Person Specification

In addition to the table overleaf, 3 key aspects:

1. **Passion:** Above all, the SFA should have a passion for the mission and ministry of Langham UKI and not simply be seeking a 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:** The SFA 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 staff management can be anticipated.
3. **Technological Ability:** The SFA should be well acquainted with Word, Excel, Outlook, Zoom etc.. Experience of using and managing a cloud-based accounting system would be preferable and ideally the selected candidate will be able to define and create reports and use technology to manage and communicate creatively and effectively.

Essential	Desirable
Experience	
Experience of working in a technical accounting role.	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.	
Qualifications	
Degree or vocational accountancy qualification.	
Competencies	
Strong technical accounting skills and ability (including SORP).	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.	
Understanding 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. Staff supervision and management skills would also be welcome.	
Due to the requirement to deputise for senior staff, empathy with the Christian ethos and mission of LPUKI and Langham Partnership should be demonstrated. Regular worshipping member of a church fellowship.	
Highest level of personal and professional integrity, ability to identify ethical dilemmas and suggest appropriate solutions.	

Job Description

Tasks and responsibilities

Finance

- To manage the input and maintenance of accurate accounting records to trial balance ensuring that these comply with statutory requirements and the relevant accounting standards.
- Work with the Senior Programmes Accountant to ensure that accurate restricted fund accounts are maintained and that financial records comply with funder reporting requirements.
- Assist in the preparation of the annual statutory accounts in consultation with the CFO and auditors, help manage the audit process and ensure that the annual financial statements comply with recommended accounting practices.
- Together with the National Director and CFO, ensure that statutory accounts and other reports and returns are correctly and promptly filed with Companies House, the tax authorities, the Charity Commission and providers of finance and donors as required, in line with legislative and regulatory requirements.
- Exercise oversight of payment mechanisms and work to minimize foreign exchange losses and transaction fees for payments and transfers.

Budgetary planning, control and management information

- Assist as required in the preparation of the annual budget and forecasts in consultation with CFO and other stakeholders.
- Assist in the preparation of monthly management accounts and other management information, including profit and loss, balance sheet and cash flow statements to inform the reports to Trustees and the monthly performance dashboard.
- 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 LPUKI and LPI managers in planning and controlling the work of the charity. This includes financial accounting, management accounting, forecasting, budgeting and control systems.

- Respond to proposals, requests and questions initiated by Langham's International CFO in relation to global budget and accounting issues, consolidated accounts and other matters where UK input is sought.
- Assist the CFO with management of VAT, and other external reporting requirements.

Management and development

- Provide financial information, advice and support, including training, which meets the needs of current and new staff and Trustees.
- Keep under review software systems used and implement improvements to accounting systems and processes as required.
- To be jointly responsible for the management of finance staff based at LSC including undertaking authorisation and review processes. In addition, support the recruitment of finance staff or outsourced resources when required.
- To be jointly responsible for risk management in relation to the organisation's resources and operations, including insurance arrangements, disaster recovery plans and the risk register.
- To undertake improvement projects and developments as requested by the CFO.

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 £35,000 per annum depending on experience
- Hours of work: Full-time, 37.5 hours per week Monday to Friday, although hours may differ and can be outside the general 9-5pm working day due to the need to coordinate with international time zones. A part time 0.8FTE role would be considered. 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: Working from home is permitted but the candidate would be expected to spend a few days per month at the Service Centre in Carlisle. Accommodation would be provided.
- Holidays: 25 paid working days in addition to UK public holidays and those working days falling between Christmas and New Year
- Pension: LPUKI will pay pension contributions equivalent to 8% of your salary

Christian commitment (Genuine Occupational Requirement)

This position carries membership of the LPUKI finance 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.

Application Process

To apply for the above role, please email Helen Hamilton (LPUKI CFO) (helen.hamilton@langham.org) a letter explaining why you would like to be considered for the role and how you meet the requirements of the position, along with a copy of your CV and a completed application form.

If you would like to discuss the position and job requirements, please don't hesitate to email Helen.

Closing date for applications: Friday 9th April 2021