

Aid to the Church in Need – Head of Finance

April 2025

JOB TITLE	Head of Finance
WORK BASE	Aid to the Church in Need UK National Office, Sutton
RESPONSIBLE TO	National Director
RESPONSIBLE FOR	Finance Manager Customer Service Manager Data Manager
COORDINATING WITH	Senior Management Team Finance Team ACN Trading Manager Departmental managers Finance & Project Dept & General Secretariat, Koenigstein Board of Trustees Auditors

MAIN PURPOSE

Reporting to the National Director, the Head of Finance provides strategic leadership in the Finances of ACN (UK) in accounting, strategic management of the accounts team, Company Secretary and Board-level reporting.

The Head of Finance will advise the National Director and Trustees, provide timely and accurate monthly and year end accounts, as well as be responsible for the day-to-day management of the Finance Department. The Head of finance will provide financial leadership alongside the National Director and through proactive engagement with department heads and constructive challenge of financial decision making in line with strategic goals.

Why work at Aid to the Church in Need?

ACN is a Catholic charity bringing spiritual and practical help to Christians – especially those who are persecuted for their beliefs. We carry out our mission of reconciliation and love through local Church partners: supporting priests, Sisters and catechists, building churches, providing transport, training seminarians, and providing religious literature and media - as well as supplying emergency aid for Christians struggling to survive or fleeing persecution. ACN also advocates on behalf of suffering Christians denied a voice. Through prayer, information and action we are keeping the Faith alive in a troubled world.

RESPONSIBLE FOR

Key areas of responsibility will include but not be limited to the following:

Accounting

- Producing timely, accurate and informative financial reporting for senior management and Trustees
- Presenting financial reports to the board
- Comply with reporting requirements to ACN International
- Set up Aid payments: Arrange coding, currency and reporting on Aid Payments
- Authorise payments for invoices and expenses Charity and Trading
- Overview of the SICON Authorisation process

- Arrange annual insurance cover for ACN
- Sales of shares, intercompany loan interest, reclaim tax from HMRC
- Develop systems for Finance, databases and links to website
- Provide Financial support to initiatives from the other teams

Management of the finance team and external relationships

- Direct line management of Finance Manager, Customer Service Manager and Data Manager
- Overall responsibility for entire finance department
- Improved ways of performing team tasks: including all income streams
- Monitor and maintain good accounting practices and procedures and ensure that security practices and procedures are adhered to by staff.
- Ensure excellent levels of communication across sections and across Departments within the organisation.
- Liaise with accountant and auditors to ensure annual monitoring is carried out.
- Develop external relationships with appropriate contacts, e.g. auditors, solicitors, bankers, insurers and statutory organisations such as the Inland Revenue.

Company Secretary for ACN (UK) and ACN Trading Ltd

- Ensure that ACN is always fully compliant with all legal and regulatory requirements
- Keep information up to date for banks, financial institutions, Companies House, Charity Commission and OSCR
- Any other Company Secretarial duties as required for ACN (UK) and ACN Trading Ltd

Planning and Reporting

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| • To Board: | Annual budget and quarterly reports to Board |
| • To statutory authorities: | Preparation of annual accounts for audit. |
| • Internally: | Flash income, monthly accounts to ACN (International) |
| • Externally: | VAT. Charity commission, OSCR, HMRC |

Other

- Perform any other task, as appropriate to the role, as required by the line manager, the National Director.

Person Specification

- A formal accountancy qualification such as CIMA, CIPFA, ACA or ACCA from a recognized accountancy body or extensive experience in a similar management role.
- Strong experience in financial planning (budgeting & forecasting)
- Demonstrable ability to deliver strategic and operational financial management
- Extensive experience in financial reporting and year end account preparation
- Thorough knowledge and experience using: Sage 200, The Raisers Edge, Excel and Microsoft 365.would be advantageous
- Excellent organisational skills.
- Excellent communication – both verbal and written – and high attention to detail.
- Teamwork, supervision and leadership.

- Ability to build and maintain good working relationships with employees and external contacts.
- Ability to multi-task and meet deadlines.
- Ability to maintain confidentiality at all times.
- Logical approach and problem solving.
- Previous experience of working for a Charity or Not-for-Profit organisation, with an understanding of the challenges faced by the sector.
- Previous management experience
- Motivated by the cause supported by Aid to the Church in Need, and an understanding of the Catholic Church.