



REQUIRED

Trainee Finance Officer

The Word of God among all nations' is more than just a motto of the Trinitarian Bible Society. It is a passion: to see faithful and accurate editions of God's Word distributed around the world. Our work requires people with a variety of skills, experience and know-how, along with a love for the Lord and His Word; one of these indispensable areas is accounting and finance. Do you have a desire to pursue a career in this area? Are you naturally numerate, with good analytical skills and attention to detail? Do you feel that a burden is being laid upon you by the Lord to serve Him practically in full-time Christian work? If so, we would be delighted to hear from you in connection with the role of Trainee Finance Officer.

We are very grateful to the Lord for maintaining our Finance & Supporter Manager through many years of service with the Society. However, he is now looking towards retirement, if the Lord will. This is a key position on the Society's staff and the work is significant and complex, so we are keen to put a suitable succession plan in place, God willing. This would give time for the successful candidate to learn the role which involves maintaining accurate financial records and accounts; managing the day-to-day financial activities and the timely preparation of management and financial accounts; completing tax returns and claims; liaising with auditors; and managing the Society's donations and membership activities. We also need the Trainee



Finance Officer to be involved in implementing and developing our new financial system early on (including supporting our international branches) and to create much needed technical capacity in the Resources Department during this interim period.

Ideally, we are looking for someone keen to pursue the Association of Accounting Technician (AAT) qualification or even a full accountancy qualification, who could study alongside their on-the-job training with a view to eventually taking over as Finance & Supporter Manager. We are willing to pay study costs and give study leave at reasonable levels, subject to a sensible retention agreement. This might ideally suit a young person starting their career, or perhaps someone seeking a career change. However, we would not discourage applications even from those who may already have the necessary experience and/or qualifications, provided salary expectations are realistic.

To fill this demanding role we need a self-motivated, spiritually-minded Christian with a genuine enthusiasm for and a wholehearted commitment to the spiritual aims, beliefs and ethos of the Society. Previous experience of working in an office environment is desirable but not essential, whereas demonstrable team skills are vital. Good spreadsheet and word-processing skills are necessary, as is the ability to communicate effectively both verbally and in writing. Importantly, the successful candidate will come with a long-term commitment to the role.

Remuneration will be commensurate with the candidate's experience, qualifications and skills.

To arrange an informal discussion or to obtain a copy of the job pack, please contact John Edwards, the Society's Executive PA, on **020 8417 8877** or by email at j.edwards@tbsbibles.org.

