Job Pack

Director of Finance and Operations

At FBC, we exist to help people find and follow Jesus — and that means stewarding our resources with excellence and integrity. Every decision we make about finances, systems, and operations shapes our ability to serve people well and make a lasting difference in lives and communities.

We're looking for a strategic leader who shares our faith and vision — someone who can provide oversight and suport to our Finance Team (Accountant and Bookkeeper) while contributing to the wider leadership and mission of FBC. As our Director of Finance and Operations, you'll ensure our day-to-day financial management serves the bigger picture, while also providing strategic oversight of HR, Data Protection and operational systems.



This is more than overseeing budgets and processes — it's about being part of the FBC family, serving on our Leadership Team, and helping create the foundation that enables everyone to focus on what matters most: helping people find and follow Jesus.

Application Process

We're looking for the right person to join our Leadership Team and provide strategic direction for our financial and operational functions.

If you think this could be you — someone who's passionate about good stewardship, loves creating excellent systems, and wants to use their leadership gifts to support gospel ministry — we'd love to hear from you.

To apply, please complete the application form available at:

www.finchampstead.com/jobs

Job Description

Our Purpose
At FBC, we exist to help people find and follow Jesus.

The Role in a Sentence
Provide strategic oversight of FBC's finances and operations so our resources, systems, and teams effectively support our mission of helping people find and follow Jesus..

Reports to:
Lead Pastor

Direct Reports
Accountant

Key Responsibilities:

1. Strategic Oversight of Finance and Stewardship

- Provide strategic oversight of FBC's financial operations, ensuring good stewardship of resources in line with FBC's mission and values.
- Oversee the Finance Team (Accountant and Bookkeeper), who handle day-to-day financial management and reporting.
- Line manage and support the Accountant, ensuring robust financial processes and controls are maintained.
- Work with the Leadership Team and Finance Team to develop budgets, monitor financial health, and ensure clear, timely reporting.
- Ensure FBC complies with all relevant charity, company, and financial regulations.
- Support the wise investment and management of funds, maintaining appropriate cash flow and reserves.
- Contribute financial insight and strategic guidance to key decisions at Trustee and Leadership levels.

2. Leadership of Giving and Generosity

- Lead and develop FBC's approach to giving and generosity, helping people engage joyfully in financial giving.

- Oversee the giving process, including Gift Aid, donor communications, and clear reporting.
- Encourage a culture of gratitude and transparency around generosity.

3. HR and People Oversight

- Ensure FBC maintains best practice in HR, in partnership with our external HR advisor (UCAN).
- Oversee contracts, recruitment processes, and annual reviews.
- Support the Leadership Team in shaping a healthy staff culture where people are valued and supported.

4. Data Protection, IT Security, and Compliance

- Ensure compliance with Data Protection legislation (GDPR) and oversee best practice in data management.
- Oversee IT systems and security processes to ensure our systems remain secure, efficient, and fit for purpose.
- Ensure compliance with Charity Commission, Companies House, HMRC, and other relevant regulatory requirements.

5. Systems, Processes, and Operations

- Provide strategic oversight of key operational systems (e.g. ChurchSuite, G-Suite, EPOS, Mailchimp, Nucleus etc.)
- Work with the wider staff team to ensure systems and processes across FBC are effective, efficient, and support mission delivery.
- Identify and implement improvements that enhance communication, collaboration, and operational excellence.

6. Leadership Team Contribution

- Serve as a key member of the Leadership Team, contributing to the strategic direction, planning, and overall work of FBC.
- Bring financial and operational insight to leadership discussions and decision-making.
- Build strong relationships with staff, volunteers, and trustees, ensuring effective communication and collaboration.
- Model FBC's values in leadership, teamwork, and faith.
- Participate actively in the life and mission of FBC as part of our church family.

7. Other

- Undertake other duties as needed to support the life and operations of the church and centre.

Work Schedule:

- Part-time: 15 hours a week

Salary & Benefits:

- Salary: £19 per hour
- Holiday: 25 days annual leave per year (pro-rata), plus UK Bank Holidays
- Pension: Employer pension contribution in line with FBC policy

Person Specification

The Director of Finance and Operations is a pivotal member of the FBC Leadership Team, ensuring we operate with integrity, sustainability, and excellence across all our financial and operational functions.

Criteria	Essential	Desirable
Values & Alignment	A personal Christian faith is essential. Supportive of the mission and values of FBC and committed to being part of (or willing to become part of) the FBC family. Committed to upholding integrity, transparency, and good stewardship in all financial and operational matters. Able to model FBC's values in leadership, teamwork, and faith.	Active involvement in church life and ministry. An understanding of how churches or Christian charities operate financially and operationally. Experience serving in church leadership or governance roles.
Experience & Qualifications	Proven senior-level experience in finance management, including strategic financial planning and reporting. Experience leading teams and managing staff. Experience developing and managing budgets, forecasts, and financial controls. Strong understanding of charity finance, compliance, and regulatory requirements.	Relevant professional qualification in finance or accounting (e.g. ACCA, CIMA, ACA). Experience within a charity, church, or not-for-profit context. Experience in HR oversight and people management. Experience working with boards, trustees, or senior leadership teams. Experience managing IT systems and operational processes.

Skills & Abilities	Excellent strategic thinking and leadership skills. Strong financial management and analytical abilities. E xcellent communication skills — able to explain complex financial matters clearly to non-financial audiences. High level of organisational and administrative capability. Competent with financial software and operational systems. Able to manage competing priorities and work with diverse stakeholders.	Knowledge of charity-specific regulations (Charity Commission, Companies House, GDPR). Experience with operational systems such as ChurchSuite, G-Suite, or similar platforms. Project management skills.
Attitudes & Attributes	Integrity and professionalism in all matters. A strategic, forward-thinking approach to leadership. Collaborative team player with strong relational skills. Committed to excellence, stewardship, and continuous improvement. Able to work both independently and as part of a leadership team.	A heart for ministry and mission. Ability to inspire and develop teams. Flexible and adaptable to the changing needs of a growing church and organisation.