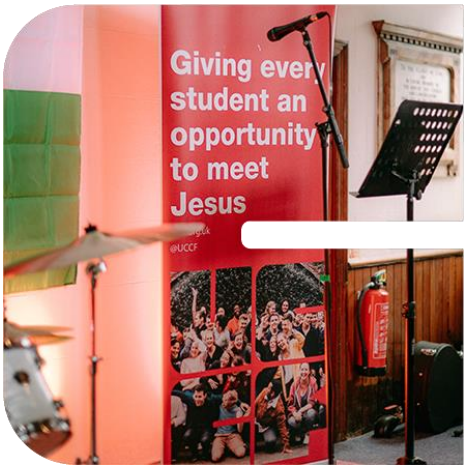
Finance Administrator

Application pack 2026









The Christian Unions

Who we are

We are passionate about students reaching students with the good news of Jesus.

For over 100 years, UCCF has equipped and empowered students to discover Jesus and live for Him on campus.

Christian Unions (CUs) are groups of students from a range of local churches who join together to help everyone at uni engage with the life-changing message of Jesus. They are led by students, resourced by UCCF Staff Workers and supported by the local church.

Each year, tens of thousands of students hear the message of Christ through CU ministry. Together, we are reaching students for Jesus.

Our values

Confident in the truth: understanding, celebrating and defending the truth of the gospel.

Urgent in evangelism: creative, engaging and persuasive proclamation of Christ crucified.

Passionate about unity: gathering and uniting all Christians around the essential truths of the gospel.

Committed to the local church: believing it is the primary and lifelong place of Christian ministry and discipleship.

Motivated by grace: rejoicing in our salvation, serving one another and loving the lost.

Generous in world mission: endeavoring to give and send so as to reach the students of the world.





Our Office Team

Based in the centre of Oxford, we play a vital role in resourcing Christian Union (CU) students and forming CU leaders. We're an office of 20 made up of close-knit teams working together towards our mission. Together as office-based staff, we meet weekly for a business meeting, Bible devotion and prayer. We hold regular team and office wide training days to develop in our roles and enjoy time together. All staff participate in our national student conference, Forum, and annual Training Conference.

The Role

Salary: £27,175 - £31,601 depending on experience

Location: Hybrid working from our Oxford office

Hours: 37.5 per week (full time). We are also open to discussing part time.

Application closing date: Wednesday 25 November

Interview dates: Friday 4 December

Our benefits:

- 30 days annual leave, plus public holidays
- 5 days of service leave
- Modern and spacious central Oxford office
- Facilities including secure bike storage
- Cycle to work scheme
- Free access to counselling and healthcare support, including discounted gym memberships
- Generous enhanced family leave and pay provision
- Access to free and discounted books with IVP
- 5% employer pension contributions

Job Description

Department: Finance

Responsible to: Head of Finance

Liaises with: Team Leaders, employees across all UCCF departments, supporters, churches, suppliers, IFES staff, and banks

Overall purpose:

The Finance Administrator plays a vital role in supporting the day-to-day operations of the Finance Team and ensuring that UCCF's financial processes run efficiently and accurately. This role provides essential support across purchase ledger, donor income processing, Gift Aid administration, supplier payments and financial record keeping. By ensuring transactions are processed promptly and correctly, the postholder helps provide reliable financial information that supports decision making across the organisation. The role works closely with colleagues, supporters, churches and suppliers, providing a high standard of service while maintaining strong financial controls. Through effective administration and attention to detail, the Finance Administrator contributes to the stewardship of resources that enable UCCF to fulfil its mission.

Nature and scope:

The role holder will be required to be in sympathy with UCCF's ethics and moral standards but will not necessarily be required to be a Christian believer. Such staff will need to be comfortable with the motivation and values which govern the way UCCF staff work, behave and relate to one another in the Fellowship. They need not (but may) attend UCCF collective worship and prayer and may be required to attend meetings at which prayer and Bible reading takes place. They will be expected to maintain UCCF's ethical standards in public and private life.

Key Responsibilities

1. Purchase Ledger and Payments

- Manage the purchase ledger process from receipt of invoices through to payment.
- Monitor and maintain the finance invoice inbox.
- Process supplier invoices, credit notes and employee expense claims.
- Create and maintain supplier records within the finance system.
- Prepare supplier payment runs and individual payments.
- Ensure accurate coding, authorisation and VAT treatment of transactions.
- Investigate and resolve supplier queries in a timely manner.
- Support the maintenance of strong financial controls and documentation.

2. Donor Income and Sales Ledger Processing

- Create and maintain donor records in Salesforce.
- Process pledges, standing orders, direct debits, one-off gifts and other donations.
- Process online and credit card donations.
- Process and bank cheques received.
- Administer Gift Aid declarations and related records.
- Support the Senior Finance Administrator with income processing activities.
- Respond to donor and internal queries relating to donations and financial transactions.
- Ensure all donor records are maintained accurately and confidentially.

3. Finance Administration

- Respond to finance enquiries from staff, supporters and external contacts.
- Open and distribute Finance Team post each working day.
- Maintain filing and archiving systems for finance documentation and donor records.
- Support month-end and year-end administrative requirements.
- Contribute to the review and improvement of finance processes and procedures.
- Support the Senior Finance assistant as required.

4. Other responsibilities

- Pray for UCCF, its staff and ministry, and contribute to People practices that are consistent with UCCF's doctrinal basis.
- Undertake HR related projects as delegated by the Director of People.
- Attend Forum, Refresh (UCCF’s annual staff conference), and other

required conferences/training and team days, engaging with the life of the wider organisation.

- Work collaboratively with colleagues across departments to achieve organisational goals.
- Engage in continuous professional development to stay current with HR trends, practices and employment law, contributing to ongoing improvements within the People function.
- Provide occasional reception cover within Blue Boar House.





Person Specification

Essential

- Experience working within a finance, accounts payable or finance administration environment
- Experience processing financial transactions accurately and efficiently
- Strong attention to detail and accuracy
- Ability to organise workloads and manage competing priorities
- Ability to communicate effectively with a wide range of stakeholders
- Reliable, trustworthy and able to maintain confidentiality
- Positive and collaborative approach to team working
- Well organised and proactive
- Sympathy with UCCF's evangelical Christian basis

Desirable

- Experience of donor administration, Gift Aid processing or charitable income processing
- Experience using Iplicit, Salesforce or similar finance and CRM systems



Our Doctrinal Basis

The Doctrinal Basis represents the central truths of the gospel, which are the basis of UCCF's unity, the foundation of UCCF's ministry and the content of UCCF's message. We are unashamedly confessional and value gospel clarity and gospel unity. For more information, visit: https://www.uccf.org.uk/about/ doctrinal-basis/why-we-have-a-doctrinal-basis

The basis of the Fellowship shall be the fundamental truths of Christianity, as revealed in Holy Scripture, including:

a) *There is one God in three persons, the Father, the Son and the Holy Spirit.*

b) *God is sovereign in creation, revelation, redemption and final judgement.*

c) *The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.*

d) *Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.*

e) *The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.*

f) *Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.*

g) *Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.*

h) *The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.*

i) *The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ like in character and behaviour and gives them power for their witness in the world.*

j) *The one holy universal church is the Body of Christ, to which all true believers belong.*

k) *The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory*