

## **Job Description: Financial Reporting Manager**

**Job Title:** Financial Reporting Manager

**Location:** Hybrid (or fully remote will also be considered)

**Department:** Finance

**Reports to:** Head of Finance

**Job Type:** Part-Time 3.5 days per week (26.25 hours)

All Nations Christian College has been leading the way in cross-cultural mission training for over 60 years. We provide a flexible undergraduate programme validated by The Open University, alongside specialist short courses and a well-established postgraduate programme for mission leaders. Based in the UK, Hertfordshire, we are an independent, evangelical, interdenominational Bible college welcoming students from all over the world. Our mission is to serve the global church by training disciples of Jesus Christ for mission in a multicultural world.

### **About the Role**

We are seeking a diligent and faithful Finance Reporting Manager to join our team in stewarding the financial resources of the organisation. This role plays a key part in supporting the Head of Finance in ensuring financial integrity, compliance, and wise resource management in line with our Christian values and mission.

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### **Key Responsibilities**

- Provide full support to the Head of Finance, especially in the preparation of year-end annual statutory accounts for the College and Trading Company including the audit.
- Assist in producing monthly management accounts for the College and Trading Company.
- Support the preparation of the annual financial data return as required by the Office for Students.
- Supervise the management of cash flow to ensure financial sustainability and accountability.
- Assist with statutory and regulatory compliance, including Charity Commission annual returns, Corporation Tax, and ONS returns.
- Lead the budgeting and forecasting processes across all courses, ensuring each has a minimum viable number for financial planning.
- Produce detailed product-level profit and loss statements for all courses.
- Prepare financial reports for specific projects and funds, including fund accounting and pricing of courses.
- Provide accurate and timely reporting on cashflows, budgets, and forecasts.
- Contribute to regulatory and management reporting requirements.

- Regularly review budgets against actuals and update forecasts in collaboration with budget holders.
  - Reconcile service contracts such as catering to ensure appropriate use of funds.
  - Oversee the ledgers and follow up on debtor balances as necessary, ensuring good stewardship of resources.
  - Proactive in continuous improvements across the finance function.
  - Provide support and coaching to the Finance Assistant, encouraging their growth and development.
  - Offer flexible support across the finance team, including assisting with payroll and VAT returns as needed.
  - Provide cover for the Head of Finance when required.
  - Provide cover for other roles in the Finance team.
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## **Person Specification**

### **Essential:**

- Demonstrable experience in financial reporting and budgeting
- Knowledge of UK charity accounting and compliance regulations
- Strong analytical skills and attention to detail
- Proven ability to lead and support others within a finance team
- Competence in Excel and financial systems
- A commitment to the values and ethos of a Christian organisation

### **Desirable:**

- Experience in the charity or education sector
  - Understanding of Office for Students financial reporting
  - Experience of project accounting
  - A heart for service and a calling to support Christian ministry through financial stewardship
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## **Benefits**

- Salary of £39,930 pro rata per annum
- Employer pension contributions of 8%. A salary sacrifice scheme option is also available.
- Life Assurance of three times salary
- Employee Assistance Programme

- 30 days holiday per annum pro rata plus bank holidays (excluding the May bank holidays) plus the days the College is closed between Christmas and New Year.
  - Free, freshly prepared lunch at the College on your working days if on site.
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## Other Information

- This role is located at our site in Ware, Hertfordshire (hybrid, or fully remote will also be considered).
  - It is a genuine requirement that the post holder is a committed Christian and fully supports the objectives of the college.
  - All Nations Christian College is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment and staff will be required to be checked with the Disclosure and Barring Service (DBS).
  - If you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please contact [hr@allnations.ac.uk](mailto:hr@allnations.ac.uk)
  - Applicants must have the right to work in the UK.
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## How to Apply

Please submit your CV and a covering letter explaining your suitability for the role and alignment with our Christian ethos to: [hr@allnations.ac.uk](mailto:hr@allnations.ac.uk)

The closing date for application is 1<sup>st</sup> September 2025. Applications will be reviewed as received, and early applications are encouraged. Interviews are expected to take place the week commencing 8th September 2025.

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## Our mission

To cultivate biblically rooted, hope-filled and culturally relevant engagement with God's mission by training and equipping disciples of Jesus Christ in partnership with the global church