



# A CAREER WITH IMPACT



## from Franklin Graham

No matter what skills, talents, or gifts that God has given to us, everyone at Samaritan's Purse is deeply committed to sharing the Gospel and to ministering to hurting people in Jesus' Name.

If you want to combine your education, training, professional experience, and love for Jesus into a meaningful career, Samaritan's Purse may be the right place for you.

May God bless you as you seek God's will and calling on your life.

Sincerely,

A handwritten signature in black ink, appearing to read 'Franklin', with a long horizontal stroke extending to the right.

**Franklin Graham**

President, Samaritan's Purse

# HELP REACH THE WORLD IN JESUS' NAME

We are looking for motivated individuals who are called to serve the Lord and have a passion for sharing the Good News of Jesus Christ.

Mobilise your skills in a variety of areas such as finance, information technology, communications, and human resources to help make an eternal difference in people's lives through the power of the Gospel.

Samaritan's Purse provides comprehensive benefits packages for employees and an uplifting Christian atmosphere, including corporate prayer and devotional times each weekday morning, as well as special fellowship activities.

Whether based in the UK or internationally, our employees work together with churches around the world to help hurting people and their communities in Jesus' Name.

*"If anyone ministers, let him do it as with the ability which God supplies, that in all things God may be glorified through Jesus Christ."*

— **1 Peter 4:11 (NKJV)**



## OUR MINISTRY PROJECTS INCLUDE:

- International Crisis Response
- Clean Water
- Animals, Agriculture & Livelihoods
- Medical Ministries
- Operation Christmas Child
- The Greatest Journey
- Women at Risk

See our current job openings and apply online at  
**[samaritans-purse.org.uk/careers](https://samaritans-purse.org.uk/careers)**

# MISSION

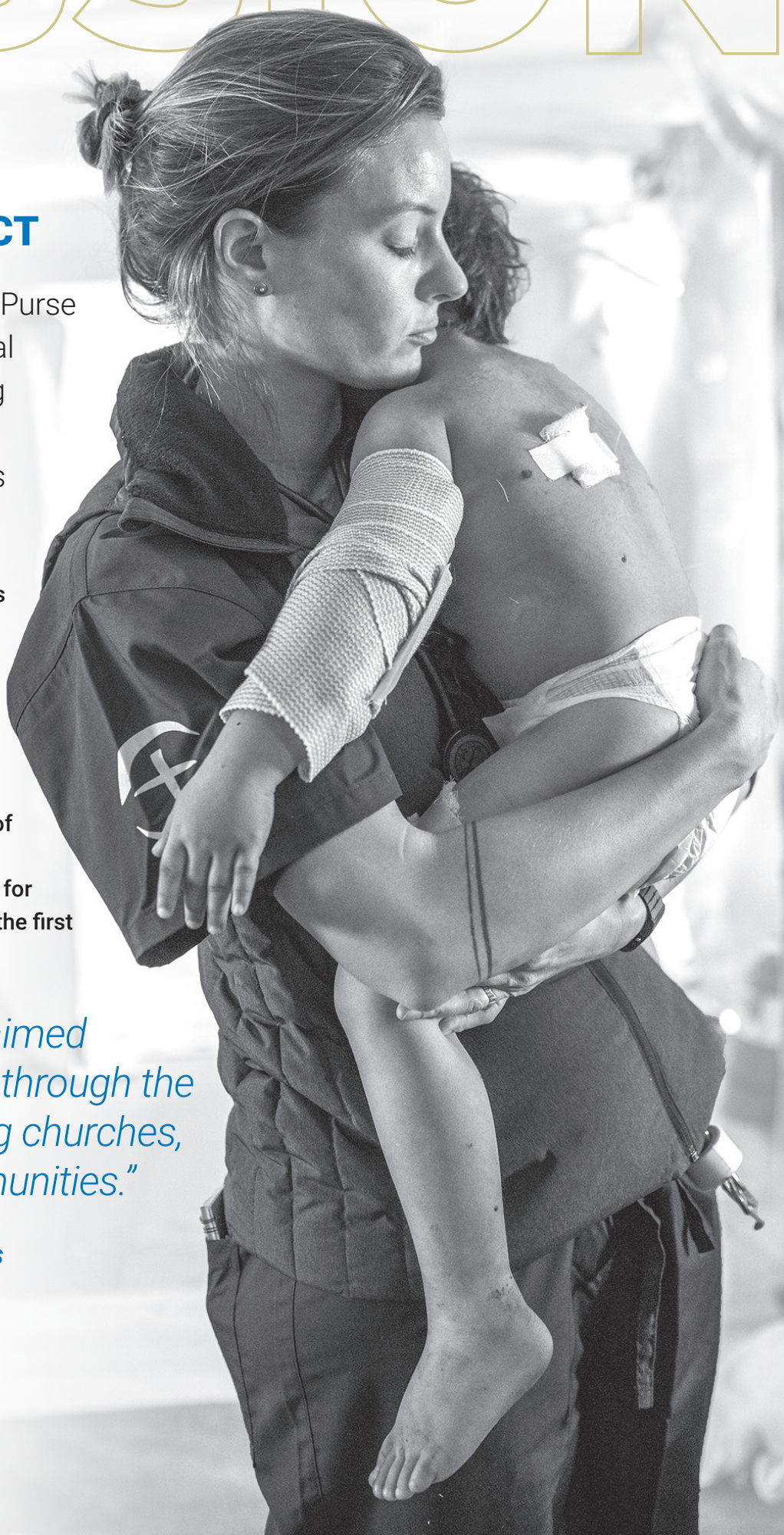
## MAKING AN IMPACT

When you join Samaritan's Purse you become part of a global team committed to sharing the Gospel and meeting the critical needs of victims around the world.

Our faithful supporter base upholds the mission of Samaritan's Purse, and without them we would not be able to continue providing physical and spiritual help in Jesus' Name. As Paul says in Philippians 1:3-5 (NKJV), "I thank my God upon every remembrance of you, always in every prayer of mine making request for you all with joy, for your fellowship in the gospel from the first day until now."

*"Everything we do is aimed at transforming lives through the Gospel, strengthening churches, and improving communities."*

**—Joni, International Projects**





## THIS IS HOW WE DO IT

In 2024-25, £10.66 million was raised for the ministry of Samaritan's Purse through fundraising activities.

**3**

Major disaster responses were undertaken.

**28**

International projects in 21 countries were supported.

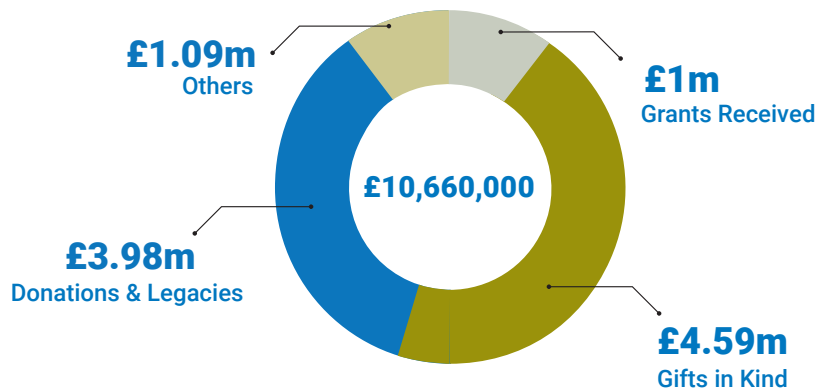
**241,015**

Operation Christmas Child shoeboxes were delivered to children in need.

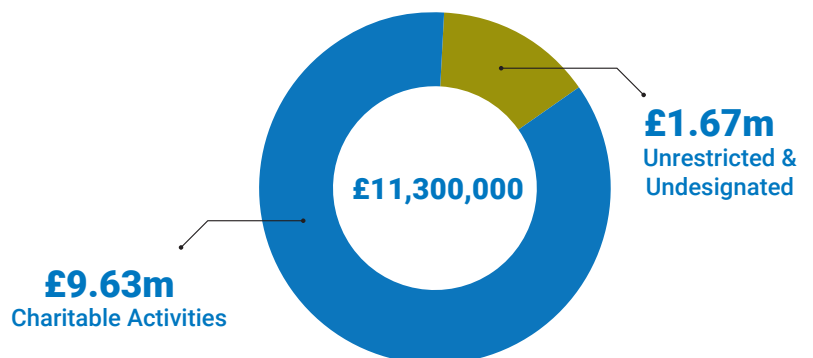
**£10.66m**

Was raised in support of our work through the generosity of hundreds of individuals and churches as well as trusts and legacies.

### £ Income: 2024-25



### Expenditure: 2024-25



## JOB DESCRIPTION

**JOB TITLE:** Finance, Accounting and Reporting Supervisor  
**DEPARTMENT:** Finance  
**REPORTING TO:** Finance Director  
**JOB TYPE:** Fixed Term (Maternity Cover)  
Full time – 35 hours per week  
**LOCATION:** Office based in Coventry  
**DATE ISSUED:** December 2025

### 1 MAIN PURPOSE OF JOB

- To Support the Finance Director in the provision of management information that will enable and support the Senior Management Team in achieving the aims and objectives of the organisation and to supervise the Finance Team in order to provide an effective financial and accounting service to Samaritan's Purse International (SPI) and the Billy Graham Evangelical Association (BGEA), built around our Christian ethos
- To supervise and support the Finance Team in order to provide an effective financial and accounting service
- Implement agreed changes in financial systems and processes to enable SPI/BGEA to benefit from on-going efficiencies
- Other reasonable ad hoc duties that may arise from time to time within the department as directed by the Finance Director.

### 2 POSITION IN ORGANISATION

- Reports to the Finance Director
- Provide day-to-day support to the Finance team
- Provide input to the FD for the annual appraisal of the Finance Team
- Collaborates closely with multiple departments across SPI & BGEA

### 3 PRINCIPAL RESPONSIBILITIES

#### **Monthly management reporting process (SPI & BGEA):**

Support the Finance Director to develop a robust management reports process and produce accurate and timely monthly management reports for the Senior Management Teams, and for other internal and external persons requiring financial information. Ensure Management reports meet the changing needs of the business.

#### ***Key management reports include:***

- Monthly Activity Statements
- Balance Sheets compared to previous year
- Comparative Income reports
- Restricted Funds Reports
- Unrestricted v Restricted Income and Expenditure Reports
- Cash-flow Statements.

*As Job Descriptions are for guidance and evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.*

**Budget Process:**

- Support the Finance Director in the management of the SPI and BGEA budget processes. This would include:
  - Co-ordinating and compiling the annual budgets
  - Monitoring budgets on a monthly basis through variance analysis
  - Preparing monthly budget-holders' reports and holding budget meetings with budget-holders as and when necessary.

**Staff supervision:**

- Supervise the day-to-day activities of the Finance team staff, including overseeing day-to-day accounts processing and carrying out monthly checks of transactions posted to Sage prior to producing budget and management reports
- Provide input to the Finance Director as part of the annual appraisal process for the finance team.

**SPI and BGEA Statutory Accounts:**

- Support the Finance Director in year-end preparation process to ensure completeness of accounts information in order to prepare Statutory Accounts
- Support the Finance Director in the drafting of SPI and BGEA annual financial statements, ensuring compliance with relevant Statement of Recommended Practice and accounting policies
- Attend audit meetings, prepare audit file, audit queries, liaise with auditors.

**VAT Processing:**

Responsible for processing the VAT returns and VAT matters of SPI. This includes:

- Ensuring correct application of VAT rules, guidelines and disclosures agreed with HMRC
- Running VAT report on Sage, check the various VAT categories and reconcile with related nominal ledger balances
- Prepare quarterly VAT returns, ensuring repayments or claims are made.
- Calculate annual VAT rate as per special disclosure for SPI
- Keeping abreast with VAT updates.

**For both SPI and BGEA, to support the Finance Director to:**

- Develop and manage the monthly management reporting process
- Develop, improve and manage the budget processes
- Supervise the processing of the VAT returns and VAT matters
- Support the year end preparation of statutory accounts
- Provide day-to-day supervision of the Finance Team and support the team members in achieving their duties
- Help us honour God in our stewardship of the resources He has given us.

#### **4 OTHER DUTIES**

- Assist with additional financial processes of the Operation Christmas Child Campaign
- Assist with responding to general queries to the Finance Department
- Provide cover for absence within the department and deputise for the Finance Director when absent
- Support the Finance Director in carrying out their responsibilities, as well as carrying out any other tasks as requested by the Finance Director

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- Such other duties as your line manager may reasonably require
- Attends, participates and sometimes leads daily morning devotions and provides prayer support for the ministry, donors and volunteers.

## **5 QUALIFICATIONS**

- ACA, ACCA, CIMA or ICAEW qualifications required. Applied Skills and Strategic Professional exams completed.

## **6 DBS**

- This role requires a basic DBS check.

## **7 OCCUPATIONAL REQUIREMENT**

- In accordance with the Equality Act of 2010 and due to the context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be committed to the purpose of SPI and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support and contribute to its Christian ethos.

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# APPLICATION PROCESS

If you are interested in this vacancy, please send a covering letter and your CV via the website [samaritans-purse.org.uk/careers](https://samaritans-purse.org.uk/careers) laying out clearly how you would meet the requirements for the role.

Roles at Samaritan's Purse International have an occupational requirement that the post holder be a committed Christian who assents to the Samaritan's Purse Statement of Faith and Code of Conduct.

As we work in the Humanitarian Sector or have roles which are involved with people in crisis, we follow a 'safer recruitment' model which requires all applicants to complete an application form. This will be sent to you if you succeed with our first level of screening. Many of our roles require a DBS check.

All applicants have to show they have the right to work in the UK.

If you have any queries about the role or anything to do with the application process please get in touch with us at:

[mike.duggan@landmarkfaith.co.uk](mailto:mike.duggan@landmarkfaith.co.uk)

**We look forward to hearing from you.**

