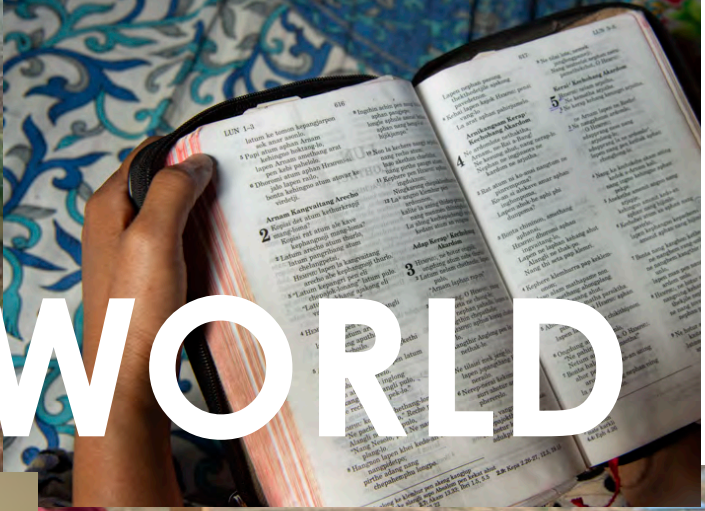




KNOW JESUS...



... & MAKE HIM KNOWN



@ GFA WORLD



Bookkeeper

Reporting to: Chief Finance Officer

Responsible for: Safeguarding GFA World's ministry through financial record keeping

Location: Acre House, Shentonfield Road, Manchester, M22 4RW

Weekly Hours: 20 hrs/wk

Salary: £12,000 pa

(entry level, open to discussion and dependent on needs and level of engagement)

WELCOME TO GFA WORLD

Since 1979, we have been committed to serving the "least of these" in Asia and Africa, primarily in places where no-one has ever heard the name of Jesus, so that those still waiting can experience the love of God for the first time. We are partnered with national missionaries serving as the hands and feet of Christ in Asia and Africa, children in poverty and suffering, and community development initiatives helping families in need of care or during disasters.

As a Christian missions order we function as a community, and by joining GFA World you'll be joining a family that's doing life together, journeying towards Jesus, living for eternity, and making a difference for some of the poorest and most afflicted people on earth, in Christ's name.



"It's a ministry that I not only endorse, but it's the model of how I want to continue in ministry for the rest of my life."

Francis Chan, friend of GFA World

Our Mission



...by training up, sending out, and assisting qualified labourers in partnership with the body of Christ

Core Values



KNOWING HE LORD JESUS MORE FULLY & INTIMATELY

Daily spend the early morning hour with Jesus | Systematically read and meditate upon His Word | Maintain close fellowship with Him through the day | Seek His approval and depend upon Him to lead



BEING A PEOPLE OF INTEGRITY AND EXCELLENCE

Develop a sharp conscience that results in pure motives | Take responsibility for choices and actions | Live a disciplined life | Use time, money and resources as the Lord's steward | Strive for excellence in quality and quantity | Have proper manners and think before you speak | Listen well



LIVING IN SUBMISSION TO GOD'S WORD

Daily read and study the Bible | Ask God to speak to you through the scriptures | Know good doctrine and act upon it | Pursue and maintain well-rounded Bible knowledge | Readily find and claim scripture in trials and needs | Recognise, respect and claim God's authority | Be a doer of the Word by faith and receive His promises



BEING A PEOPLE OF FAITH

Add faith to Bible knowledge | Memorise, meditate upon and believe God's Word | Walk by faith, not by sight | Respond in faith instead of fear | Rest in the promises of God alone | Depend on Him to meet all needs | Remember faith is not against reason but beyond it | Look for opportunities to act in faith in all situations



BEING A PEOPLE COMMITTED TO PRAYER & WORSHIP

Pray individually and corporately for local and global needs | Have a consistent habit of adoration, confession, thanksgiving, supplication, and intercession | Constantly be aware of God's presence through conversation with Him | Coordinate and conduct prayer times with organised topics



HAVING A SERVANT LIFESTYLE

Become a servant to become Christ-like | Provide liberation and security by not seeking things for self | Be sensitive and take initiative to quietly meet the needs of others | Give honour and dignity to all – even to the lowliest | Take the last seat; do not seek attention, honours or self-promotion | Respectfully submit to Authority



BEING A PEOPLE OF GRACE AND LOVE

Practice repentance, confession and forgiveness in relationships | Love, care for, esteem and encourage others daily | Seek the positive in others and refuse to listen to negative reports | Control the tongue! Do not gossip | Do not judge others | Quietly, gently restore others when they fail | Give others freedom to choose, to find and to return



SERVING SACRIFICIALLY

Be effective for the Kingdom through sacrifice | Willingly, actively and sacrificially serve others | Cheerfully share from personal resources | Persevere in difficulties | In lack, respond with love and wisdom | Pay the price to preach the gospel to the lost, that they might be saved



BEING A PEOPLE SOLD OUT TO WIN THE LOST AT ANY COST

Focus upon the Lord's love and burden for the lost | Think of eternity | Actively seek to share the love of Christ | Carry and distribute tracts | Communicate vision and concern for world missions | Pray for labourers and help meet that need | Be willing to go anywhere regardless of the sacrifice to reach the lost



WORKING TOGETHER WITH THE BODY OF CHRIST

Evaluate the strengths and weaknesses of local culture | Respect and appreciate other cultures and organisations | Respect church leadership and value all who belong to and serve Christ | Support and pray for other organisations and ministries | Value working together in love as a body, resulting in synergy | Together serve the King and work to expand his Kingdom

WHY THIS ROLE MATTERS

Our impact on the mission field is fuelled by the faithful donations and prayers of our partners in the UK and Europe – and we could not accomplish our mission without them. They are true partners in the Gospel, labouring with us in prayer, giving sacrificially, and raising a voice for the needs on the mission field.

Our 2nd Core Value is "Being A People Of Integrity And Excellence". GFA World is a UK registered charity and limited company, and externally audited every year, filing accounts with the Charity Commission and Companies House. Our Finance Department honours our donors by making sure that all donations and financial transactions are accurately recorded and logged, enabling proper reporting with integrity.

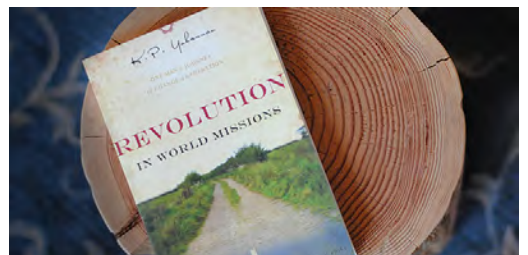
In this role you will serve as a vital link between the church in the UK and Europe and the mission fields of Asia and Africa, by protecting the integrity of our ministry and enabling donors to continue making eternal impact with their money, for some of the poorest and most afflicted peoples on Earth.



YOUR RESPONSIBILITIES

You will be responsible for ensuring that our financial records are maintained accurately and efficiently. All our accounts and transactions must be recorded with utmost diligence, and you will play a crucial role in supporting our mission to serve the people of Asia and Africa. Your responsibilities include, but are not limited to:

- Monthly Reconciliations
- Financial Reporting
- Liasing With Auditors
- Corporate Prayer





Monthly Reconciliations

Each month reconcile the financial donation transactions logged into our CRM, Donorfy, with our bank statement. We also reconcile all our outgoings. Everything is uploaded into Quickbooks for recording. We currently reconcile monthly but want to move to doing it weekly, and we'd like you to help make that happen.



Financial Reporting

Monitor income and spending and produce reports for management showing what activities are fruitful in generating income (and therefore fruit on the mission field) and what resources are available and likely to be available in the future (Luke 14:28).

Liasing With Auditors

Talk to our auditors, Fortus, to help them get all the documents they need to perform our annual audit. Also liaise with them about changes to payroll.



Corporate Prayer

Our fifth Core Value is "Being A People Committed To Prayer And Worship", and GFA World started with a Tuesday Night Prayer Meeting. It is fueled by prayer, and would die out without it. We maintain this tradition and require all staff to take part in praying for the needs of a dying world, to ensure we are always depending upon the Holy Trinity for grace for His work.



ABOUT THE APPLICANT (THAT'S YOU!)

We recognise that, to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture. But if you don't meet them, get in touch anyway! You may be more awesome than you realise.

- You are a practising Christian who reads the Bible and has attended a local church for at least 3 years
- You worry about people in other countries without access to a church, a Bible, or a Christian to talk to
- You worry about the poor in other countries without access to life essentials like clean water, education for their children, regular income, food security, medicine etc
- You'd like to make a difference for people in other countries, even though you may never meet them in person
- You don't feel a call to go to the mission field yourself, but you desire to use your time on Earth to help people know Jesus, from an office
- You're willing to do whatever task ultimately helps people in need in other countries, even if it means cleaning toilets
- You're willing to try to commit to our Mission and Core Values, even if you're not sure you can do it
- You are able to communicate effectively in spoken and written English, and are polite and friendly
- You are able to work as part of a team as well as alone
- You can use a computer, and have experience with Quickbooks, Word, Excel, Outlook, Teams, Google
- You have experience in bookkeeping
- You enjoy problem solving and finding answers to queries
- You are good with money, and are more worried about laying up treasure in Heaven than getting rich



As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to:

- **be a practising Christian, and current active membership of a local church**
- **subscribe to our statement of faith and the Nicene Creed (see end of doc)**
- **demonstrate a personal commitment to our Mission and Core Values**
- **participate in, and sometimes lead, our times of Christian prayer**
- **be willing to work with Christians from various denominations**

PROBATION & REVIEW PERIODS

There is a 6 month probation period with all roles at GFA World. If, at any time during the first 6 months of working with GFA World a staff member feels the role or the organisation is not the right fit for them, there is no long-term commitment keeping them, and vice versa.



THE TWO PATHS

After the 6 month probation period you will choose whether to follow the path of **Missionary Staff** or the path of **Employee Staff**. Missionary Staff are those who come to decide that helping bring Jesus' love to those still waiting to hear His name is more than a job but, their calling in life. Deference will be given to Missionary Staff.

Employee Staff are not required to come to evening prayer meetings or do support raising, however they will still be taken through support raising training. Roles filled with Employee Staff will still be advertised for to look for Missionary Staff. Should a Missionary Staff member be found for the same role, a current Employee Staff member will be let go with appropriate notice to make way for an incoming Missionary Staff member.

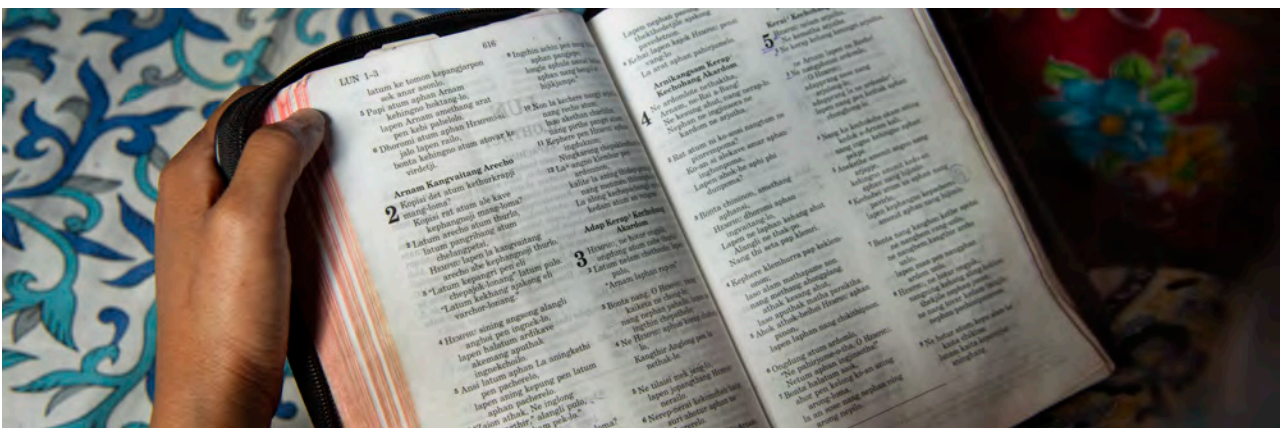
To qualify as Missionary Staff you must commit to:

- Apply the support raising training and raise your full salary amount to the best of your ability. You will be given one day a month of work time to do this, as well as five consecutive days of work time for a support trip. Full training will be given. (NOTE: Your salary amount will not decrease if you fail to raise the full amount).
- Attend, and lead segments in, our weekly Tuesday Night 7:00-9:00pm Prayer meeting (praise, devotional, and GFA World related prayer needs). Full training will be given.
- Attend, and lead segments in, our monthly Friday Night 6:30-11:30pm Prayer meeting (bring and share meal, praise, devotional, and GFA World related prayer needs). Full training will be given.
- Taking responsibility for completing your tasks even if it means working outside of contracted working hours.
- Receive GFA World training and education on missions history, church history and history of theology.

GFA WORLD'S STATEMENT OF FAITH

WE BELIEVE:

- That the Bible is the inspired and infallible Word of God, given to us by the Church – “the pillar and ground of the truth” (1 Timothy 3:15).
- The Nicene Creed to be the official Creed of the Holy Church.
- In one God, Creator of all things, eternally existing in three persons: Father, Son, and Holy Spirit, and that these three are co-eternal and of equal dignity and power.
- In the deity of Jesus Christ; His miraculous conception by the Holy Spirit; His virgin birth; His sinless life; His death on a cross; His bodily resurrection; His ascension to the right hand of the Father; and His personal, imminent return.
- That man was created by and for God; that by man's disobeying God, every person incurred spiritual death, which meant they were no longer in communion with God, and physical death was the consequence; and that all people are given the option of being redeemed and restored to God.
- The Lord Jesus Christ died for our sins and that all who believe in Him are declared righteous because of His victory over death and are, therefore, in right relationship with God.
- Salvation means far more than being “saved from sin; we are saved for sonship, to be divinely adopted sons and daughters of God. Forgiveness is the precondition for God's greater gift, the gift that will last beyond our death: the gift of divine life” (1 Corinthians 15:3-7).
- Believers in Christ are destined to share in the life of the Holy Trinity. Sharing in the life of God, as God has shared in our humanity (1 Peter 1:4).
- In the present ministry of the Holy Spirit indwelling all believers and thus enabling and empowering the life and ministry of the believer.
- In the bodily resurrection of everyone who has lived, the everlasting blessedness of those in right relationship with God, and eternal separation for those who have rejected God's forgiveness in His Son.
- The sacrament of marriage to be ordained by God as a holy union between one man and one woman as biologically defined at birth.



THE NICENE CREED

We believe in one God, the Father Almighty, maker of heaven and earth,
and of all things visible and invisible.

And in one Lord Jesus Christ, the only begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made; being of one substance with the Father, by whom all things were made. Who, for us men and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate. He suffered and died and was buried; and the third day He rose again, according to the Scriptures, and ascended into heaven, and sits at the right hand of the Father; and He shall come again, with glory, to judge the living and the dead; whose Kingdom shall have no end.

And we believe in the Holy Spirit, the Lord and Giver of Life; who proceeds from the Father; who with the Father and the Son together is worshiped and glorified; who spoke by the prophets. And we believe in one, holy, catholic and apostolic church.

We acknowledge one baptism for the remission of sins; and we look for the resurrection of the dead and the life of the world to come.

Amen

