

COUNCIL FOR WORLD MISSION

Head of Finance and Administration

About this Role:

Internally known as **Deputy General Secretary for Finance and Administration**, the role reports to the General Secretary (equivalent to CEO) and is a key member of the CWM management team. This position is based in Singapore, and has line management responsibilities, and will involve some international travel.

The Deputy General Secretary for Finance and Administration role was created in 2015 to integrate Finance and provide leadership, guidance and support to the CWM programmatic agenda, working closely with 31 member church denominations spread across 6 global regions, ecumenical partners, and other individuals and groups of common missional interests.

Job Purpose:

This role strategically partners with the General Secretary to provide oversight and stewardship of CWM's financial and administration resources; financial and fixed assets, knowledge base, ensuring proper stewardship of all such resources, and enabling systems and policies that reflect the values of CWM.

Key Roles & Responsibilities:

- Contribute to collective institutional management at senior leadership level in problem solving, planning, and strategy development; and to developing a staff team that is motivated, mission conscious and committed to the values of CWM.
- Advance the mission and vision of CWM, and support the organisational priorities through leadership of all CWM's financial, administration, and operations management comprising CWM Ltd (Singapore) and CWM (UK), as well as CWM's satellite offices across 6 global regions, supported by a team of chartered accountants, finance executives, and an administration and travel team.
- Manage financial operations and cash flow, provide financial information and guidance to the General Secretary and/or the Board, and make actionable recommendations on both strategy and implementation.
- Manage relationships with investment committee, advisors, and fund managers; and undertake ad hoc financial analysis from time to time, to assist the General Secretary and stakeholders in evaluating CWM's financial stewardship, stability of income streams, potential for cost efficiencies, and sustainability.
- Lead financial monitoring and reporting; collaborating with governance bodies, relevant committees, and various regulatory authorities to ensure legal, tax, and regulatory compliance and excellence regarding all financial functions.

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- Provide leadership in designing appropriate financing tools for CWM and its member bodies; and ensure the implementation of due diligence procedures in relation to such financing.
- Develop and implement policies, systems, and procedures over fiscal management and internal controls to ensure that CWM assets are safeguarded and risks minimised. Likewise, develop assessment and control methodology to identify organisational and operational risks and present appropriate documentation, countermeasures, and a business continuity plan.
- Develop CWM budgets and forecasts, including cash forecasting. Present the operating budget and forecasts with variance analysis to the General Secretary and Board.
- Determine the needs for, assess the viability of internal or external sourcing of, and manage the ongoing provision of activities and services for telecommunications, data systems, office equipment, records management, and other vendor relationships; oversee facilities operations, including lease negotiations.
- Provide leadership for travel management and procurement alignment ensuring CWM's policies application, corporate social responsibility, and cost efficiency.
- Line management of finance team, travel team, and administration support team – all line management responsibilities entailed, including objective setting, policy alignment, and performance reviews.
- Provide leadership for ad hoc projects as requested by the General Secretary from time to time.

Required Skills and Experience:

- Master's degree in Finance or recognized professional certification (such as CPA, ACCA, CMA, CFA)
- Knowledge of local accounting practices (Singapore/United Kingdom) and relevant laws
- Minimum 10 years in financial administration management
- Minimum of 10 years in management and leadership
- Be highly competent with Information Technology
- Proven ability for implementing and monitoring financial controls
- A sound understanding and experience in international financial control in an international organisation with globally dispersed team.
- Demonstrated appreciation of the relationship between money and mission
- Change management skills; having a strategic outlook with the ability to drive change where necessary
- Have experience of motivating & developing teams – including employee relations and performance management & appraisals
- Have a high degree of integrity, tact, diplomacy and corporate spirit
- Have excellent interpersonal and communication skills
- Commitment to the Christian faith and to personal alignment with CWM's values.

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About CWM:

The Council for World Mission is a worldwide partnership of Christian churches. The 31 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

We are committed to sharing God's love and to journey with each other in our quest for a life of meaning and quality. This quest is not unique to us; indeed it is the desire of every human being to live with dignity and pride, to experience relationships of integrity and honesty and feel that her/his life has meaning and purpose. This was the mission to which Jesus committed himself and for which he lived and died. Likewise, this is the heartbeat of the mission of CWM.

For more information visit our website at www.cwmission.org or follow us on Facebook or Twitter

Remuneration and Benefits

CWM offers a competitive salary, a close knit and dynamic working environment, and excellent benefits package that includes the following:

- Contributions to the Central Provident Fund or equivalent for foreign nationals, where applicable
- Paid leave
- Medical benefits including dental and optical
- Housing allowance where applicable
- Relocation allowance where applicable

How to Apply:

Please send a recent resume/CV **AND** a letter of application stating your reasons for wanting to work with CWM, as well as your main qualifications and alignments with this specific role to:

recruitment@cwmission.org for the attention of the General Secretary, indicating the job title of the role being applied for in the email subject box.

Closing Date 25th November 2015.

Initial screening interviews will take place during the first week in December, with panel interviews held in Singapore week commencing **7th December 2015.**

In line with Singapore Ministry of Manpower Guidelines and the Fair Consideration Framework, CWM may be required to provide applicant information relating to Nationality. Please indicate in your letter of application if you are a Singaporean Citizen, a Singapore Permanent Resident or a Foreign National who requires a permit to work in Singapore. Please be assured this

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information will be used for reporting purposes only and retained securely in line with the Personal Data Protection Act in Singapore.

Due to the expected volume of applications CWM apologises that only shortlisted candidates will be contacted. We do however wish to thank all applicants sincerely for taking the time to write to us, and for the interest shown in CWM.

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