

# National Spiritual Assembly of the Bahá'ís of the United Kingdom

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When replying please  
refer to: SRL-24377.A

12 March 2018

11 'Alá' 174 B.E.

All believers in the United Kingdom

Dearly loved Friends,

The National Spiritual Assembly is seeking to appoint a Comptroller.

This new position would suit a qualified accountant and/or someone with sound knowledge of financial and accounting systems, and who understands the needs of the growth of the Bahá'í community at the present time.

The Comptroller will:

- oversee the financial activities of the National Spiritual Assembly with a view to optimizing the utilization of resources. This includes
  - o preparing the annual budget
  - o monitoring expenditure
  - o auditing accounting systems and procedures
  - o and carrying out financial analyses and studies in various areas as required, including regular reporting on investments;
- assist the Office of the Treasurer in the creation of tools to assist the National Assembly in its management of the funds of the Faith;
- closely accompany the Regional Bahá'í Councils and the training institute boards to refine the operation of the regional branches of the National Fund including the oversight of the flow of funds to the cluster level

The Comptroller should also be able to:

- demonstrate significant experience with budgeting and planning processes, as well as strong knowledge and experience in accounting and/or financial management;
- apply the principles of Bahá'í consultation in their interaction with friends serving institutions and agencies;
- demonstrate intimate personal engagement with the work of the Five Year Plan and a sound understanding of the guidance of the Universal House of Justice.

Envisaged as a four or five days-per-week position, a salary is offered to enable the successful applicant to carry out their service. As with all service to the Faith, there is also the opportunity to undertake it on a voluntary basis or part-voluntary basis.

Individuals who would like to apply for this position are asked to submit a copy of their curriculum vitae, together with a letter sharing their reasons for applying for this service, to the National Spiritual Assembly of the Bahá'ís of the UK, 27 Rutland Gate, London SW7 1PD or by email to [nsa@bahai.org.uk](mailto:nsa@bahai.org.uk). Applications should be submitted no later than 31 March 2018.

Your prayerful consideration of this opportunity to serve is deeply appreciated.

With loving Bahá'í greetings,

A handwritten signature in black ink, appearing to be 'Patrick O'Mara', written over a horizontal line.

Patrick O'Mara,  
Secretary